DOCUMENT RESUME

ED 367 824 CE 065 873

AUTHOR	Gunderson, Margaret; Jurgesmeyer, Patricia A.
TITLE	Occupational Preparation. Module 2: Career Exploration. Instructor Guide. Student Guide.
INSTITUTION	Missouri Univ., Columbia. Instructional Materials Lab.
SPONS AGENCY	Missouri State Dept. of Elementary and Secondary Education, Jefferson City. Div. of Vocational and Adult Education.
PUB DATE	93
NOTE	438p.; For the vocabulary module, see CE 065 861; for other modules in the set, see CE 065 872-874.
AVAILABLE FROM	Instructional Materials Laboratory, University of Missouri, 2316 Industrial Drive, Columbia, MO 65202 (order no. 90-0732-I, instructor guide; 90-0732-S, student guide).
PUB TYPE	Guides - Classroom Use - Teaching Guides (For Teacher) (052) -- Guides - Classroom Use - Instructional Materials (For Learner) (051)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	*Career Choice; *Career Exploration; *Employment Potential; Job Skills; Learning Activities; Learning Modules; Lesson Plans; Postsecondary Education; Secondary Education; *Special Needs Students; Teaching Guides; Teaching Methods; Vocational Education

ABSTRACT

This unit is one of three self-contained modules for self-assessment, career exploration, and life skills designed for use with special populations (persons with disabilities, educationally and economically disadvantaged persons, persons with limited English proficiency, students in programs designed to eliminate sex bias, and prisoners) in vocational education classes. The module integrates student activities, an instructor guide, and a student guide written on the sixth- and seventh-grade reading levels. It includes the following: a matrix of competencies and skills cross-referenced to the Missouri Pre-Employment and Work-Maturity Competencies, suggestions for teachers, a resource section listing 2 software programs, 16 videotapes, and 11 textbooks; and 16 lessons. The lessons cover the following: introduction to occupational clusters; agribusiness and natural resources; communications and media; construction; environment; fine arts and humanities; health; homemaking; hospitality and recreation; manufacturing; marine science; marketing and distribution; office technology; personal services; public service; and transportation. (KC)

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90-0732-I

INSTRUCTOR GUIDE

Occupational Preparation

MODULE Two

Career EXPLORATION

BEST [illegible]

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Modules in this *Occupational Preparation* curriculum guide:

Module 1: Self-Assessment

Module 2: Career Exploration

Module 3: Life Skills

The activity which is the subject of this report was supported in whole or in part by funds from the Department of Elementary and Secondary Education, Division of Vocational and Adult Education. However, the opinions expressed herein do not necessarily reflect the position or policies of the Missouri Department of Elementary and Secondary Education or the Division of Vocational and Adult Education, and no official endorsement should be inferred.

OCCUPATIONAL PREPARATION

Module 2: Career Exploration

(Instructor Guide)

Module 2 written by
Margaret Gunderson and Patricia A. Jurgesmeyer

Developed and revised by the
Instructional Materials Laboratory,
University of Missouri-Columbia,

in cooperation with

Vocational Special Needs and Guidance Services Section,
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Jefferson City, Missouri

Catalog Number 90-0732-I
1993

Foreword

A wide variety of occupational materials exists for use in the regular classroom, but relatively few have been created specifically for students from special populations. This instructional guide was developed to meet the need for a systematic approach which offers relevant and stimulating materials that also takes into consideration the uniqueness of students with special needs.

This *Occupational Preparation* guide is especially designed to meet the needs of 10th grade students who are members of special populations. Special populations include individuals:
- with disabilities
- who are educationally and economically disadvantaged (including foster children)
- of limited English proficiency
- in programs designed to eliminate sex bias
- who are in correctional institutions

In 1993, this guide was revised and packaged into three self-contained modules: *Self-Assessment, Career Exploration* and *Life Skills*. Student pages are white, and instructor pages are pink. Material is based on 180 hours of instruction for one year, one hour per day. Content was recommended by advisory committees and developed around a format which includes student classroom activities, an instructor guide and a student guide written on the *sixth and seventh* grade reading levels. Instructors are encouraged to supplement these materials from the wealth of information and activities that they have accumulated through their own experiences.

This curriculum provides a comprehensive framework for student development of the knowledge, skills and attitudes that will orient them to the world of work.

--Dick Omer, assistant director
Vocational Special Needs and Guidance Services

Acknowledgments

This curriculum was prepared to assist students and instructors in Occupational Orientation. Special attention was devoted to presenting the material contained in this curriculum in a manner that would meet the unique needs of students from special populations and their instructors.

Special thanks is extended to Vocational Special Needs and Guidance Section staff, Department of Elementary and Secondary Education, for recognizing the need for this material and for working with the advisory committees and the Instructional Materials Laboratory staff to bring the project to completion. The advisory committees' advice and recommendations have been incorporated in the writing of this curriculum and were responsible for the direction taken in presenting the material.

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How to Use This Publication

To meet the challenges of the times we live in, we must do what we can to enact the mission of the Carl D. Perkins Vocational and Applied Technology Act. It is the purpose of this Act "to make the United States more competitive in the world economy by developing more fully the academic and occupational skills of all segments of the population."

The ultimate goal of this curriculum is to equip students with the basic tools they will need to prepare for the workplace. To help them reach this goal, students will complete self-assessment, career exploration and career preparation modules. The activities used will be teacher directed. However, students will be able to complete many of the activities independently.

Cross-reference to state and national competencies
In 1992, three Missouri agencies co-published the *Pre-Employment and Work-Maturity Competencies: A Guide for Practitioners.* The Missouri competencies identified in the practitioner's guide are endorsed by all three agencies: the Missouri Department of Elementary and Secondary Education, the Department of Labor and Industrial Relations, and the Department of Economic Development. In addition, Missouri competencies are cross-referenced to the U.S. Department of Labor's 11 pre-employment and work maturity competencies.

The Missouri list includes seven core competencies and related employability skills. Locally developed learner outcomes may, of course, be added, and local groups are encouraged to utilize the identified state competencies for development of their own pre-employment and work maturity systems. **Table 1** shows how this *Occupational Preparation* guide correlates to those two competency lists.

Suggested Activities/Instructor Preparation

(All modules)

- Have students start to develop portfolios that they could share with a potential employer.

- Have students complete each assignment at the appropriate time. Discuss their answers.

- Have students individually complete the Lesson Review in class. Afterward, discuss responses and why the correct answers were the best choice.

- If the students are maintaining a file folder, have them file the Lesson Review questions after they are graded.

(Module 2)

- Discuss jobs students are familiar with that might fall within each cluster.

- Have students turn to Assignment Sheet 1 and read the directions.

- Review with students procedures to be followed when researching job choices.

- Review the resources that are available to them at the various Career Learning Center areas.

- Distribute extra "Exploring Requirements and Benefits" forms and "Looking at a Career" forms if students need them.

- Remind students that all forms should be put in their file folders at the end of the class session.

- Check progress individually with students throughout the job research procedure; answer questions and assist in finding information.

  (For classes that might need a more structured atmosphere, you may wish to assign time limits for the Career Learning Center areas.)

- Check students' assignment sheets for completeness. Give Lesson Review.

- Initial student file folders.

Table 1. Competency/Skill Cross-Reference

Missouri Practitioner's Guide	**IML *Occupational Preparation***	**U.S. Department of Labor Pre-Employment Competencies**
A. Making career decisions		1. Making Career Decisions
A-1. Perform self assessment	Module 1, L2, L4, L6	
A-2. Explore occupational information	Module 1, L2-5 Module 2, L1-16	
A-3. Perform decision-making process		
B. Using labor market information		2. Using Labor Market Information
B-1. Identify sources of information		
B-2. Use labor market information		
C. Preparing a resume	Module 3, L8	3. Preparing Resumes
C-1. Collect resume data		
C-2. Develop a resume		
D. Completing the job application process	Module 3, L8	4. Filling Out Applications
D-1. Prepare letters of inquiry		
D-2. Provide accurate educational data		
D-3. Provide accurate work history data		
D-4. Provide accurate personal data		
D-5. Provide accurate reference information		
D-6. Fill out job application form		

Missouri Practitioner's Guide	**IML *Occupational Preparation***	**U.S. Department of Labor Pre-Employment Competencies**
E. Demonstrating effective interviewing skills	Module 3, L8	5. Interviewing
E-1. Present proper appearance		
E-2. Prepare for interview		
E-3. Greet the interviewer		
E-4. Participate in the interview		
E-5. Respond to interview closure		
E-6. Prepare a letter of follow-up		
F. Demonstrating knowledge of the proper work attitudes and behaviors	Module 3, L8	
F-1. Be dependable		6. Maintaining Regular Attendance
F-2. Be punctual		7. Being Consistently Punctual
F-3. Maintain a positive attitude and behavior		8. Demonstrating Positive Attitudes and Behavior
F-4. Complete tasks effectively with or without supervision		9. Completing Tasks Effectively
F-5. Practice good grooming and personal hygiene		10. Presenting Appropriate Appearance
F-6. Recognize legal issues in the workplace		
G. Demonstrating knowledge of effective interpersonal skills		11. Exhibiting Good Interpersonal Relations
G-1. Communicate with others	Module 1, L5 Module 3, L1	
G-2. Maintain relationships with others	Module 3, L8	

Helpful Resources

These resources for Module 2 of *Occupational Preparation* are listed by source for ease in planning supplemental materials. Resources with a pound sign (#) are available for Missouri educators on a free-loan basis. Contact the Missouri Vocational Resource Center, Instructional Materials Laboratory, 8 London Hall, Columbia, MO 65211, 800/392-7217 or 314/882-9610 (FAX 314/882=9935).

Software: *Basic Search and Learn* (Apple or IBM). A program containing occupational information on 186 careers outlining salaries, employment opportunities in Missouri, training sites and career decision-making. Written on a second grade reading level for the individual with special needs. *Contact:* Missouri View, James Grogan, director, 15875 New Halls Ferry Rd., Florissant, MO 63031-1299 (314/839-9528).

Videos:# *Introduction to Occupations,* R V2 (:10).

Jobs for the 21st Century, SN V19-21 (:63), 1993.

The Ten Fastest Growing Careers: Jobs in the Future, SN V22-25 (:64), 1993.

Video Career Library series:
"Careers in Public and Personal Services," R V128 (:35), 1993.
"Careers in Clerical and Administrative Support," R V129 (:26), 1993.
"Careers in Marketing and Sales," R V130 (:21), 1993.
"Careers in Construction," R V131 (:36), 1993.
"Careers in the Technical Fields," R V132 (:33), 1993.

Modern Talking Picture Service, Inc., Customer Service Dept., 500 Park Street North, St. Petersburg, FL 33709 (800/243-6877 or FAX 813/546=9323). Videos available on free loan for five days.

Videos: *In Good Taste: Careers in Food Service.* Institute of Food Technologists. #24942 (:15).

Career as an Ophthalmic Medical Assistant. Joint Commission on Allied Health Personnel in Ophthalmology. #24272 (:17).

The Agricultural Market Place. Chicago Mercantile Exchange. #26032 (:20).

I Wanna Clean It Up: Careers in Environmental Restoration and Waste Management. U.S. Department of Energy. #24940 (:31).

Go For It! Careers in Tooling and Machining. National Tooling and Machining Association. #24371 (:17).

The Race Against Time and *The Challenge of Manufacturing.* Society of Manufacturing Engineers. #24803 (:53).

Instructional Materials Laboratory, 2316 Industrial Drive, Columbia, MO 65211 (800/669-2465 or FAX 314/882=1992).

Video: *Orientation to Careers* vocabulary module. #90-0730-V. Revised 1993.

Opportunities for Learning, Inc., 941 Hickory Lane, PO Box 8103, Mansfield, OH 44901-8103 (800/243-7116 or 419/589-1700, FAX 419/589=1522).

Videos: *Career Exploration* video series (#061599). (:15 per title), 1988.

Text: *Career Choices: A Guide for Teens and Young Adults* (#141901).

Software: *Job Success* series (#451). (Apple or IBM), 1986.

Jobs in Today's World (#253). (Apple or IBM), 1986.

Emerging Occupations Interest Inventory (#011853). (Apple or IBM).

Other publishers

Text: *Dictionary of Occupational Titles,* 4th ed. Washington, DC: U.S. Dept of Labor, Employment and Training Administration, 1991.

Willis L. Johnson, ed. *Directory of Special Programs for Minority Group Members: Career Information Services, Employment Skills Banks, and Financial Aid Sources,* 4th ed. Garrett Park, MO: Garrett Park Press, 1986.

Career Information Center, 5th ed., vols. 1-13. New York: Glencoe/MacMillan, 1993.

Hopkins, William E. *Encyclopedia of Careers and Vocational Guidance,* 8th ed., vols. 1-3. Chicago: J.G. Ferguson Publishing Co., 1990.

Craig, Betty L., and Joyce B. Miles. *Careers in Home Economics.* St. Paul: EMC Publishing, 1992.

Snelling, Robert O. *Jobs! What They Are, Where They Are, What They Pay.* New York: Simon and Schuster, 1992.

Wright, John W., and Edward J. Dwyer. *The American Almanac of Jobs and Salaries.* New York: Avon Books, 1990.

Missouri Career Guide. Jefferson City, MO: Missouri Occupational Information Coordinating Committee. (For single copies, call Missouri Career Information Hotline, 800/392-2949. For multiple copies, contact MOICC at 421 E. Dunklin St., Jefferson City, MO 65101, 314/751-3800.)

Delfakins, Helen, Nancy Loman Scanlon, and Janis B. VanBuren. *Food Service Management.* Cincinatti: South-Western Publishing Co., 1992.

Changing Times Education Service. *Career Direction.* St. Paul: EMC Publishing, 1991.

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Lesson 1: Introduction to Occupational Clusters

Learner Outcomes

#1. Define occupational cluster.

#2. Give job examples from each of the 15 "Basic Search & Learn" clusters.

#3. Demonstrate skill in using the "Basic Search & Learn" software and other resources in the career learning center.

#1: Occupational Clusters

Comparing your interests and skills to those needed for many different jobs is easier when those jobs are grouped together in some way.

An occupational cluster is a group of jobs that is alike or has something in common.

There are many ways of grouping jobs to make clusters. Jobs can be grouped by what workers do. For example, we can look at jobs that involve people and jobs that involve things.

Often, jobs are grouped according to where they are: indoors or outdoors, in a cold climate or a hot climate and so on.

Comparing job salaries is another way of grouping.

Clusters are often grouped by looking at the skills or education that jobs require.

DO ASSIGNMENT SHEET 1.

#2: "Basic Search & Learn" Job Clusters

As you view the example jobs in each cluster, you will notice the following symbols: $$$, *, ↓ and M. The code for these symbols is:

$$$ = Top dollar jobs in the cluster
$$ = Excellent paying jobs in the cluster
$ = Good paying jobs in the cluster
* = Fast growing jobs nationally in the cluster
M = Fast growing jobs in Missouri
↓ = Slow growing or disappearing jobs in the cluster

Agribusiness and Natural Resources: Jobs in this cluster usually take place outdoors. They involve the care of trees, land, water, animals; mining; farming; and selling things used on a farm.

Example jobs:

Entry level	Specialized training	Advanced training
Farm Assistant ↓	Food Scientist $$	Veterinarian $$$,*,M
Animal Caretaker	Marine Engineer $$	Meteorologist $$,*
Tree Trimmer	Farm Manager ↓	Horticulturist $,*
Farmer ↓	Sanitary Engineer	Environmentalist $$
Food Processing Technician	Agronomist	

Communications and Media: The jobs in this cluster deal with the public and media. Examples of the media are newspapers, telephone companies, movies, recording studios, radio and television.

Example jobs:

Entry level

- Antenna Installer
- Darkroom Technician
- Telephone Technician
- Telephone Line Worker and Cable Splicer
- Telephone Operator ↓
- Telephone Service Representative
- TV/Radio Technician
- Printing Press Operator
- Compositor/Typesetter ↓
- Telephone Installer/Repairer ↓

Specialized training

- Announcer
- Broadcast Technician
- Cable TV Technician
- Camera Operator *
- Music/Video Producer
- Sound Technician
- Proofreader
- Lithographic Press Operator M

Advanced training

- Advertising
- Copywriter
- Cable TV Engineer
- Desktop Publisher
- Editor
- Journalist
- Public Relations Manager *
- Sign Language Interpreter
- Technical Writer
- Telecommunications Specialist
- Translator/Interpreter

Construction: Jobs in this cluster involve building, finishing, servicing or repairing using wood, metal, bricks, electrical wires, paint or heavy equipment.

Example jobs:

Entry level

Floor Covering Installer M
Painter M
Paperhanger M
Roofer M,*
Plumber
Pipe Fitter
Drywall Installer and Finisher

Specialized training

AC and Heating Technician
Expeditor/Scheduler $$
Civil Engineering Technician *
Cost Estimator M
Water Well Driller
Architectural Drafter
Maintenance Electrician
Carpenter M
Cabinet Maker M

Advanced training

Landscape Architect $$,*
Civil Engineer $$,*
Highway Contractor
Highway Engineer
Surveyor
Highway Inspector
Structural Architect $$$

Environment: Jobs in this cluster are related to care of the world around us. People working in these jobs should have a good understanding of science and math.

Example jobs:

Entry level
- Chimney Sweep
- Pest Control Technician
- Environmental Technician
- Waste Treatment Technician
- Refuse Collector M

Specialized training
- Sewage Plant Operator
- Hazardous Waste Management Technician
- Emission Control Technician

Advanced training
- Environmentalist $$
- Geologist $$
- Marine Engineer $$
- Sanitary Engineer *
- Water Resources Engineer *

Fine Arts and Humanities: This cluster of jobs involves drawing, writing, acting, languages, history or philosophy. Also, the clergy are a part of this cluster.

Example jobs:

Entry level
- Model
- Stage Hand

Specialized training
- Artist
- Cartoonist
- Commercial Artist
- Computer Artist
- Dancer
- Film Editor
- Lighting Technician
- Textile Designer
- Photographer *
- Camera Operator *
- Minister
- Priest
- Pastor

Advanced training
- Art Director
- Composer
- Director
- Fiction Writer
- Instructional Designer
- Musician
- Producer
- Production Designer
- Script Writer
- Singer

Health: Jobs in this cluster involve work in mental and physical health.

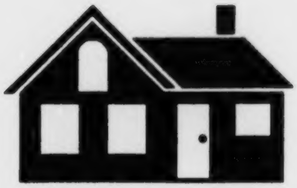
Example jobs:

Entry level
Admitting Clerk
Ambulance Attendant
Dental Assistant
Dialysis Technician
Home Health Aide *,M
Lab Animal Care Worker
Nursing Aide M
Orderly M
Ward Clerk
EKG Technician ↓

Specialized training
Dental Technician
Operating Room Technician
Substance Abuse Counselor
Dental/Medical Secretary ↓,M
Licensed Practical Nurse M
Medical Assistant *
Medical Lab Worker M
Optician
Pharmaceutical Representative
Emergency Medical Technician

Advanced training
Pathologist *,$$$
Audiologist
Registered Nurse M
AIDS Counselor
Dentist $$$,M
Physician $$$
Ophthalmologist $$
Podiatrist *,$$
Hospital Administrator
Medical Records Administrator *
Pharmacist M
Psychiatrist $,M
Psychologist $

Homemaking: These jobs involve making cloth products, household items, furniture and food. Workers in Homemaking also help families get along and raise children.



Example jobs:

Entry level
Chauffeur
Child Care Worker
Private Companion
Dry Cleaning Worker
Gardener/ Groundskeeper *,M
Home Caterer
Housekeeper, Domestic M
Laundry Worker
Personal Shopper
Pet Care Worker
Window Cleaner
Janitor, Maid, Cleaner M

Specialized training
Appliance Service Repair ↓
Bridal Consultant
Tailor/Dressmaker ↓
Upholsterer
Nanny *
Clock/Watch Repair ↓

Advanced training
Appraiser
Business Home Economist $$
Consumer Advocate
Dietitian/Nutritionist $$,*
Divorce Mediator
Home Economics Teacher $$
Interior Design

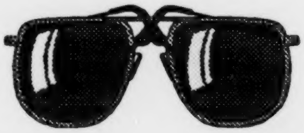
Hospitality and Recreation: This cluster includes work at places where trips and outings are planned.

Example jobs:

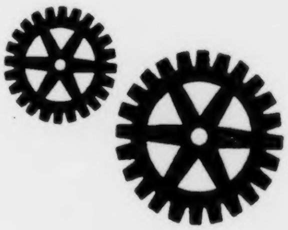
Entry level
Animal Caretaker
Bartender *,M
Bowling Pin Machine Mechanic
Cafeteria Attendant
Dining Room Attendant
Dishwasher
Doorkeeper
Fast Food Franchise Worker
Hospitality Cashier
Hotel Bellhop/Porter
Hotel Desk Clerk *,M
Hotel House Worker M
Motion Picture Projectionist ↓
Parking Lot Attendant
Outdoor Guide
Recreation Worker M
Restaurant Host/Hostess M
Short Order Cook
Stadium Worker
Ticket Taker ↓
Tour Escort
Usher ↓
Waiter/Waitress *,M

Specialized training
Caterer
Convention Specialist
Cook/Chef M
Fitness Instructor
Head Waiter/Waitress M
Lifeguard
Pantry Supervisor
Pastry Chef/Baker
Restaurant Steward
Social Director
Swimming Instructor
Theater/Movie House Manager

Advanced training
Athletic Coach $$
Athletic Trainer
Cruise Director
Food/Beverage Manager $$
Hotel Executive Housekeeper $
Hotel Manager $$,*
Museum Curator
Museum Worker
Park Ranger
Professional Athlete $$$
Restaurant Manager
Stadium Manager $$
Travel Agent, Corporate *
Travel Agent, Incentive
Travel Agent
Wholesale/Retail
Zoo Administrator $$



Manufacturing: People who work in jobs in this cluster usually put things together to make something, such as in factory jobs.



Example jobs:

Entry level
Assembler ↓
Blacksmith
Boiler Tender
Boilermaking Worker
Composite Technician
Electroplater
Hydraulic Maintenance Technician
Industrial Laser Machine Operator
Machine Tool Operator ↓
Production Painter
Quality Control Inspector

Specialized training
All-Round Machinist ↓
Industrial Machine Repair
Industrial Upholsterer
Instrument Maker
Instrument Repairer
Production Supervisor
Stationary Engineer
Tool and Die Maker

Advanced training
Automated Manufacturing Manager $$
Industrial Designer $
Industrial Engineer $$
Labor Relations Specialist $,*
Manufacturing Engineer
Production Manager $$
Quality Control Engineer

Marine Science: Jobs in this cluster include fishing, boating and the study of water and sea life.

Example jobs:

Entry level	**Specialized training**	**Advanced training**
Barge Worker	Watertender/Firer	Marine Scientist $$$
Cook/Steward	Fisherman ↓	Marine Biologist $$
Stevedore	Ocean Technician *	Marine Photographer $$
Cabin Attendant		Oceanographer $$$
Deck Hand		

Marketing and Distribution: People working in this cluster usually buy things for stores or sell to customers.

Example jobs:

Entry level

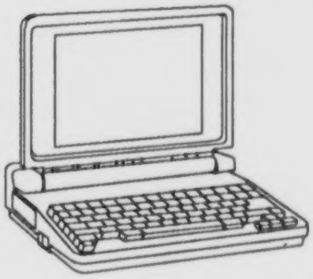
- Auto Parts Counter Worker
- Auto Sales Worker
- Cashier M
- Comparison Shopper
- Direct Market Broker
- Direct Sales Worker
- Equip. Rental and Leasing Service Agent
- Food Broker
- Retail Butcher ↓
- Retail Store Sales Worker M
- Sales Demonstrator M
- Shipping and Receiving Clerk ↓
- Stock Clerk ↓
- Supermarket Worker
- Telemarketing Specialist
- Vending Machine Route Worker
- Warehouse Worker
- Wholesale Sales Worker *

Specialized training

- Auctioneer
- Insurance Agent and Broker $$,*
- Manufacturer's Sales Worker
- Real Estate Sales Worker and Broker $$,*
- Small Business Owner
- Title Examiner
- Meat Cutter
- Travel Agent

Advanced training

- Marketing Account Executive $$$
- Store Manager
- Trade Show Manager
- Buyer
- Advertising Manager $$$,*,M
- Distribution Manager $$$
- Purchasing Agent $$$
- Sales Manager $$$
- Advertising Account Executive $$
- Marketing Research Director $$



Office Technology: These jobs usually deal with numbers and how to use them, such as in insurance or real estate work. They also include office work such as that by secretaries, office machine operators and so on.

Example jobs:

Entry level
- Receptionist *
- Credit Collector M
- Office Machine Technician
- Bookkeeper
- File Clerk
- Messenger Service Technician
- Office Clerk
- Payroll Clerk ↓
- Credit Authorizer ↓
- Stenographer ↓
- Word Processor M

Specialized training
- Computer Operator M
- Computer Programmer
- Computer Service Technician *
- Computer Software Writer
- Tax Preparer M
- Employment Agent M
- Claims Adjuster M
- Medical Records Administrator
- Personnel Recruiter *

Advanced training
- Accountant M
- Auditor M
- Computer Consultant
- Controller $
- Systems Analyst $,*
- Underwriter
- Financial Planner $$
- Investment Banker $$$

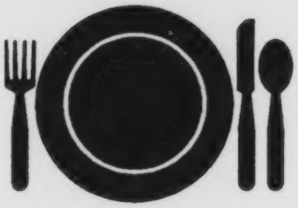
Personal Services: Jobs in this cluster center around cleaning homes or businesses, hair care, cleaning clothes or working in places that serve food and drink.

Example jobs:

Entry level
- Pest Control Worker
- Rug/Carpet Cleaner
- Shoe Repairer ↓
- Swimming Pool Service

Specialized training
- Barber/Hairstylist
- Consumer Credit Counselor
- Cosmetologist
- Dietetic Technician *
- Electrologist
- Floral Designer
- Jeweler
- Locksmith
- Massage Therapist
- Piano/Organ Tuner
- Electronic Home Entertainment Equipment Repair *,M
- Watch/Clock Repair ↓

Advanced training
- Embalmer
- Funeral Director $$
- Research Home Economist $$
- Interior Designer $$$



Public Service: These jobs include teaching, police work, postal work, utilities work or social services.

Example jobs:

Entry level

- Armed Services Career
- Border Patrol Agent
- Building Custodian
- Corrections Officer *
- Electric Power Service Worker
- Electric Power Transmission and Distribution Worker
- Federal Govt. Worker
- Fire Fighter
- Geriatric Aide
- Highway Maintenance Worker
- Meter Reader ↓
- Police Officer
- Postal Service Worker ↓
- Power Plant Worker
- Refuse Worker
- Security Guard
- State Police Officer

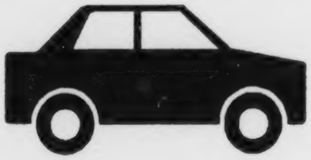
Specialized training

- Crime Laboratory Technician
- Day Care Worker
- Detective
- Institutional Child Care Worker
- Institutional Housekeeper
- Legal Assistant, Corporate
- Paralegal Aide *
- Shorthand Reporter
- Teacher's Aide
- Youth Organization Worker

Advanced training

- Lawyer $$$,*
- Librarian ↓
- Marriage and Family Counselor
- Parole Officer
- Political Consultant
- Probation Officer
- Rehabilitation Counselor
- Religious Vocation
- School Administrator
- School Counselor
- School Media Specialist
- Social Worker
- Teacher
- Urban and Regional Planner $$
- Vocational Counselor
- City Manager $$$

Transportation: This cluster involves work that gets people or things from one place to another by highway, rail, air or water.



Example jobs:

Entry level

- Airline Baggage and Freight Handler
- Airline Reservations Agent
- Airport Utility Worker
- Automobile Driving Instructor
- Auto Body Repairer ↓
- Bicycle Mechanic
- Car Rental Agent
- Car Wash Worker
- Dock Worker
- Gas Station Attendant ↓,M
- Intercity Bus Driver
- Local Transit Operator
- Local Truck Driver
- Locomotive Firer
- Long-Haul Truck Driver M
- Marine Services Technician
- Mover
- Ordinary and Able Seaman
- Parking Attendant
- Power Truck Operator
- Railroad Braker
- Railroad Clerk
- Railroad Track Worker
- Route Delivery Worker
- Special Services Bus Driver
- Taxi Driver
- Tow Truck Operator

Specialized training

- Motorcycle Mechanic *
- Parking Analyst
- Railroad Conductor
- Railroad Engineer
- Railroad Station Agent
- Truck and Bus Dispatcher
- Truck Terminal Manager
- Diesel Mechanic *

Advanced training

- Air Traffic Controller
- Airline Dispatcher
- Airplane Pilot *
- Airport Manager
- Flight Engineer
- Flight Instructor
- Merchant Marine Captain
- Merchant Marine Purser
- Merchant Marine Radio Officer
- Traffic Engineer
- Traffic Manager
- Transportation Engineer

DO ASSIGNMENT SHEET 2.

Learning is up to you. After deciding on the kinds of jobs that interest you, learning about those jobs is up to you. Knowing where and how to find that information is important.

You can find out about jobs by reading. There are books, pamphlets, newspapers and software programs about jobs at the library or at school.

Watching is another important way to learn. For instance, watch movies and videos at the library or workers on the job site.

Listening and talking are very special learning tools. An example of this is listening to tapes and lectures. You can also listen and talk with teachers, counselors and workers.

DO ASSIGNMENT SHEET 3.

Assignment Sheet 1: Make Your Own Clusters

Directions: Below are the titles of different jobs. Decide how you would like to group them. Then write the title and list the jobs in that cluster below the title. Use all 15 jobs.

Carpenter
Plumber
Cashier
Automobile mechanic
Nurse's aide
Horse trainer
Bus driver

Ambulance driver
Baker
Miner
Lifeguard
Salesperson
Barber
Locksmith
Roofer

Write your clusters here.

Assignment Sheet 2: Cluster Bingo Game

Directions: This game will help you learn the different job clusters. The teacher will call out the name of a job. Decide which cluster the job belongs in. Put a marker on the game sheet square naming that cluster. To win, you must have markers on all squares in a row going down, across or diagonally.

Cluster Bingo Game Sheet

Agribusiness & Natural Resources	Office Technology	Communications & Media	Construction
Homemaking	Environment	Fine Arts & Humanities	Health
FREE SPACE	Hospitality & Recreation	Manufacturing	Marine Science
Marketing & Distribution	Personal Services	Public Service	Transportation

Agribusiness & Natural Resources	Office Technology	Communications & Media	Construction
Homemaking	Environment	Fine Arts & Humanities	Health
Hospitality & Recreation	**FREE SPACE**	Manufacturing	Marine Science
Marketing & Distribution	Personal Services	Public Service	Transportation

Cluster Bingo Game Sheet

FREE SPACE	Health	Hospitality & Recreation	Construction
Manufacturing	Agribusiness & Natural Resources	Homemaking	Marine Science
Marketing & Distribution	Environment	Office Technology	Personal Services
Fine Arts & Humanities	Public Service	Transportation	Communications & Media

Health	**FREE SPACE**	Hospitality & Recreation	Construction
Manufacturing	Agribusiness & Natural Resources	Homemaking	Marine Science
Marketing & Distribution	Environment	Office Technology	Personal Services
Fine Arts & Humanities	Public Service	Transportation	Communications & Media

Cluster Bingo Game Sheet

Transportation	Fine Arts & Humanities	Office Technology	Hospitality & Recreation
Environment	Public Service	Manufacturing	**FREE SPACE**
Communications & Media	Marine Science	Personal Services	Homemaking
Health	Construction	Agribusiness & Natural Resources	Marketing & Distribution

Transportation	Fine Arts & Humanities	Office Technology	**FREE SPACE**
Environment	Public Service	Manufacturing	Hospitality & Recreation
Communications & Media	Marine Science	Personal Services	Homemaking
Health	Construction	Agribusiness & Natural Resources	Marketing & Distribution

Cluster Bingo Game Sheet

Office Technology	Homemaking	Agribusiness & Natural Resources	Communications & Media
Construction	Environment	Fine Arts & Humanities	Health
Marine Science	Manufacturing	Hospitality & Recreation	Transportation
Public Service	Marketing & Distribution	**FREE SPACE**	Personal Services

Office Technology	Homemaking	Agribusiness & Natural Resources	Communications & Media
Construction	Environment	Fine Arts & Humanities	Health
Marine Science	Manufacturing	Hospitality & Recreation	Transportation
Public Service	Marketing & Distribution	Personal Services	**FREE SPACE**

Cluster Bingo Game Sheet

Construction	Fine Arts & Humanities	Hospitality & Recreation	Marketing & Distribution
Health	Manufacturing	Personal Services	Marine Science
Public Service	Transportation	**FREE SPACE**	Communications & Media
Environment	Office Technology	Homemaking	Agribusiness & Natural Resources

Construction	Fine Arts & Humanities	Hospitality & Recreation	Marketing & Distribution
Health	Manufacturing	**FREE SPACE**	Marine Science
Public Service	Transportation	Personal Services	Communications & Media
Environment	Office Technology	Homemaking	Agribusiness & Natural Resources

Assignment Sheet 3: Career Learning Center Area

One of the ways to learn about jobs is to take this class. To help you learn, your teacher has set up several career learning areas using different materials. It is important to understand what is in those career learning areas and how to use them.

Directions: Describe each of the career learning areas in your classroom by completing the columns below.

Career Learning Center Area	Special Machines	Special Rules

Lesson 1 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. What is an occupational cluster?

__a. Rapidly growing jobs in Missouri
__b. Highly paid and trained jobs
__c. Jobs requiring a college education
__d. Group of jobs with something in common

2. Which is an example of a job in the Agribusiness and Natural Resources cluster?

__a. Bookkeeper
__b. Refuse Collector
__c. Meteorologist
__d. Roofer

3. Which cluster includes building, finishing, servicing or repairing?

__a. Construction
__b. Environment
__c. Health
__d. Public Service

4. Which is an entry-level job in the Communications and Media cluster?

__a. Proofreader
__b. Darkroom technician
__c. Journalist
__d. Technical writer

5. Which job is included in the Construction cluster?

__a. Sound technician
__b. Cartoonist
__c. Teacher
__d. Dry wall installer

6. Which describes the Hospitality and Recreation cluster?

__a. People who put things together to make something
__b. Police officers, teachers and fire fighters
__c. Workers at places where trips and outings are planned
__d. People who buy things for stores or to sell to customers

7. An interior designer is considered part of which cluster?

__a. Personal Service
__b. Public Service
__c. Communications and Media
__d. Health

TO THE INSTRUCTOR

Lesson 1: Introduction to Occupational Clusters

Learner Outcomes

#1. Define occupational cluster.

#2. Give job examples from each of the 15 "Basic Search & Learn" clusters.

#3. Demonstrate skill in using the "Basic Search & Learn" software and other resources in the career learning center.

Materials and Resources

Student guides
Student file folders and portfolios
Overhead projector

Transparency Master 1:	Goal: Choosing a Career That Is Right for Me
Transparency Master 2:	A Basic View of Missouri Jobs (Job Clusters)
Assignment Sheet 1:	Make Your Own Clusters
Assignment Sheet 2:	Cluster Bingo Game
Assignment Sheet 3:	Career Learning Center Area

Lesson 1 Review
"Basic Search & Learn" software
Additional materials (*Missouri Career Guide,* DOT, *Occupational Outlook Handbook,* etc.). See Published Resources section for additional ideas and information.
Any audiovisual aids that would be required for the various career learning centers (such as computer for "Basic Search & Learn" software, tape recorders, etc.)

Introduction by the Instructor

Put the following on the chalkboard.

Knowing about yourself + knowing about jobs =
the best career choice for you

Indicate that in Module 1 students learned about themselves, their strengths and their weaknesses. Now they will learn about jobs and the kinds of general life skills that can affect jobs.

Explain to the students that even though they might be familiar with several kinds of jobs, there are many, many more available to job hunters. (Hold up the DOT or another published reference to reinforce the point.)

Reassure students that they will not have to learn about every job there is, but encourage them to explore new jobs with which they are not familiar.

Instructor's Preparation

- Prepare Career Learning Center for student use.
- Prepare transparencies.
- Be sure the overhead projector and other audiovisual aids are in working order.
- Cut Bingo markers from colored paper; make approximately 10 for each student.

Suggested Activities

(Outcome 1)
- In making the transition to this lesson, have the students review their form "Looking at Myself," the section entitled "The amount of money I would like to earn." Encourage them to re-evaluate the salary amounts they had decided on earlier. (Is that amount what I really need? Is it a reasonable figure?) Indicate to students that one of the best ways to get money is to earn it by working.
- Show Transparency Master 2 as a means of introducing the "Basic Search & Learn" cluster system. Explain that these clusters were written specifically using

jobs found in Missouri. Encourage brainstorming about jobs students think might be listed under that cluster.

- After students have read in their manuals about Outcome 1, brainstorm a variety of jobs that have common characteristics.

- Indicate to the class that different resources use different groupings (the DOT, "Basic Search & Learn" software, Wide-Range Interest and Opinion Test Profile, etc.)

- Have students complete Assignment Sheet 1 in class. Be sure they understand the directions. Discuss their results when finished.

(Outcome 2)

- Discuss the occupational cluster descriptions and job examples with the class. Have students put a check mark next to those job examples with which they are most familiar.

- Direct the students to turn to Assignment Sheet 2 and explain the directions to them. Distribute the Bingo markers (approximately 10 to each student). Read job titles from Outcome 2 until someone has completed a row horizontally, vertically or diagonally on their Bingo sheet. Play the game several times, depending on available time and student interest. (You can easily create additional game sheets for more variety.)

(Outcome 3)

- Discuss how the Career Learning Center is set up, what each area consists of, how to use the resources there, how to care for audiovisual aids, and the guidelines to help students receive maximum benefit from each area in the Career Learning Center.

- Check assignment sheets for completeness.

- At the end of each lesson, students will complete a short Lesson Review to assist them in summing up the lesson's information.

Other Activities

- Allow students to set up additional career learning areas of their own with materials they find at the library, in the career center, from the counselor, at a job site and so on. Encourage input from students on the career learning area's use and rules.

- Create a Resource Profile and assign the students to different resources within the community to find out what kinds of career information are available.

- Assist students in creating their own video presentation on the 15 occupational clusters and job examples for each cluster. While the instructor handles the camera and film, students can be involved in deciding on the steps involved, who does what, sign-making, costume-gathering and posing.

Transparency 1

Goal: Choosing a Career That Is Right for Me

Exploring myself

- Interests
- Talents
- Values

Exploring present and future responsibilities

- Health
- Communication
- Finances
- Home
- Transportation
- Citizen

Exploring how to challenge myself

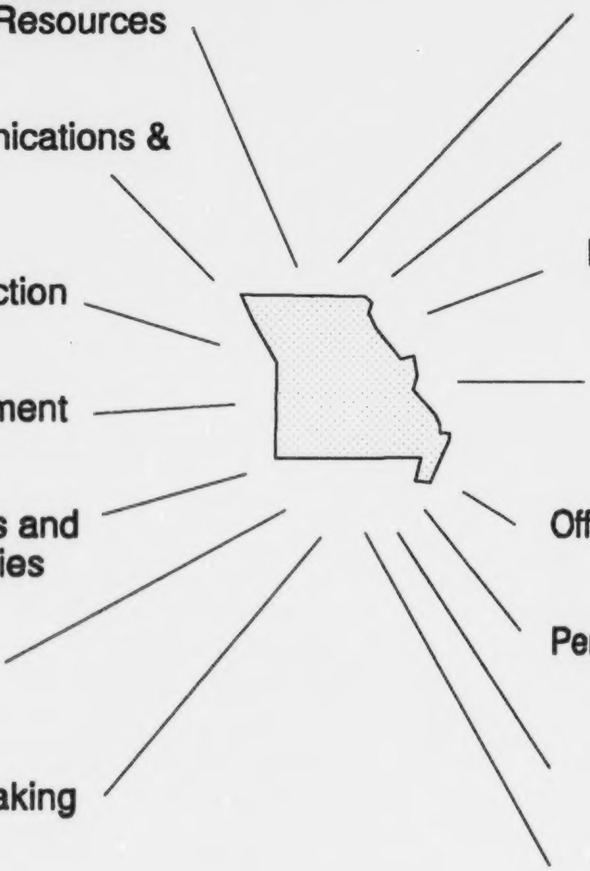
- Decision making
- Goal setting
- Planning
- Task accomplishment
- Problem solving

Exploring jobs that interest me

- Job requirements
- Job benefits
- Matching my interests and talents

Transparency 2

Missouri Job Clusters



Agribusiness & Natural Resources

Communications & Media

Construction

Environment

Fine Arts and Humanities

Health

Homemaking

Hospitality & Recreation

Manufacturing

Marine Science

Marketing & Distribution

Office Technology

Personal Services

Public Service

Transportation

Answers to Assignment Sheets 1 and 3

Answers will vary; check for completeness.

Answers to Lesson 1 Review

1. d
2. c
3. a
4. b
5. d
6. c
7. a

Lesson 2: Agribusiness and Natural Resources

Learner Outcomes

#1. Identify jobs that make up the Agribusiness and Natural Resources cluster.

#2. Choose two jobs within this cluster to learn about.

#3. Describe the job requirements of the two jobs you have chosen.

#4. Describe the benefits of the two jobs chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

#6. Compare each "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Agribusiness and Natural Resources

Some workers who have jobs in this cluster care for animals. Farm workers feed and water livestock, clean barns and animal pens, check for disease or infection, and give shots to keep animals healthy.

People working in the area of natural resources protect wildlife and feed or give health care to animals, some of which may be endangered.

This cluster also includes those businesses that care for animals that belong to other people.

Agribusiness and natural resource workers may also care for the land. Those on farms plan, plant, fertilize and till the land before harvesting crops. Natural resource workers take care of grazing lands, parks, dams and camps. Many private businesses also have similar duties. They care for plants or land belonging to other people.

These workers sometimes have to make management decisions such as how to best use and protect plants and the land, how to best care for the animals, and how to show their progress. Keeping progress records or training and supervising workers are other management duties within this cluster.

Agribusiness and Natural Resources workers usually work outdoors. They are physically active and usually must perform a variety of tasks.

DO ASSIGNMENT SHEET 1

#3: Job requirements

Jobs in all clusters require similar skills of their workers. The difference is in how much skill is required in the various areas.

Jobs require that you **communicate** with others. This includes speaking, writing or nonverbal communication. Some jobs require that workers communicate only with the boss or coworkers, while other jobs involve communicating with the public every day.

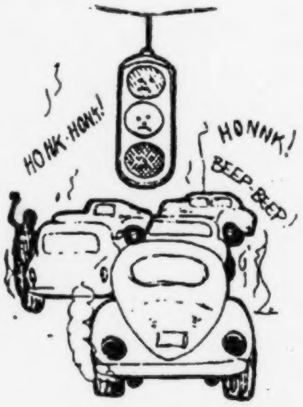
Another side of communication is **understanding** communications from others. This has to do with listening, reading and understanding, which are important skills for learning and growing in a job. The amount of listening and reading varies with each job. A library assistant, for example, will need communication skills more than a coil winder at a factory.

Knowing **numbers** and how to use them is required in most jobs. Math skills needed, however, can vary from simply reading numbers to adding a sales ticket to working with computers.

Many jobs also require very specialized skills or talents. Examples are the roofer who has good balance, the car mechanic who can easily look at parts and see the "whole," and the child care worker who enjoys children and working with people.

Jobs also vary according to the kind or method of required **training.** Some careers involve only on-the-job training, where workers learn more from experienced workers. Other careers require vocational or college educations.

Tools, special equipment and safety procedures are different with different jobs. The more specialized or hazardous the job, the more specialized the equipment and safety techniques will be. Requirements for a bricklayer are very different from those of an X-ray technician, for example.


HONK-HONK!
HONNK!
BEEP-BEEP!

The last common requirement deals with **location.** Workers have to be where the jobs are.

A person who wants to work on barges has to live near a river. A traveling salesperson has to be in a territory where people are interested in the product being sold. An oil rigger has to work where the oil wells are.

Some jobs require workers to move from town to town, or state to state, while others do not.

Handout 1: Entry-Level Jobs in Landscape Horticulture

Production Nursery

- Nursery Worker
- Propagator Crew Member
- Inventory Warehouse Worker
- Field Worker
- Equipment Maintenance
- Equipment/Truck Operator
- Shipping Clerk

Landscape Nursery

- Construction Worker
- Landscape Installer

Landscape Maintenance Firm

- Equipment Operator
- Pest Control Applicator
- Cemetery Worker
- Greens Keeper
- Grounds Keeper, Industrial/Commercial
- Grounds Keeper, Residential
- Grounds Keeper, Parks & Grounds
- Landscape Gardener
- Laborer, Landscape
- Tree Trimmer
- Lawn-Service Worker
- Athletic Turf Worker
- Sod Farm Grower
- Turf Installer (Sod)
- Equipment Maintenance Worker

Arboretum, Botanical and Horticultural Garden

- Gardener
- Laborer

Garden Center

- Yardman
- Sales Clerk
- Delivery Person
- Labeling/Display Clerk
- Warehousing Clerk
- Garden Center Worker

Handout 2: Entry-Level Jobs in Floriculture

Production

- Assistant Grower
- Flower Picker
- Flower Grader
- Delivery Person
- Greenhouse Worker

Garden Center

- Sales Clerk

Arboretum, Botanical and Horticultural Garden

- Greenhouse Worker
- Flower Specialist

Wholesale Commission Florist

- Sales Clerk
- Shipping Clerk
- Laborer

Retail Florist

- Sales Clerk
- Floral Arranger
- Designer
- Delivery Person

Interior Landscape Maintenance

- Interior Landscape Technician

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which two jobs interest you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference."

Cluster	**Number of jobs to select**
Agribusiness and Natural Resources	2

Jobs Selected	**Reference**
1.	
2.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check four job requirements for an Agribusiness/Natural Resources worker.

___ Work outdoors?
___ Be physically active?
___ Work with your hands?
___ Be challenged mentally?
___ Work with machines?
___ Work independently?
___ Work on a team?
___ Follow clear instructions?
___ Earn a lot of money?
___ Have a chance for quick promotion?
___ Have good benefits?
___ Travel in your work?
___ Work close to home?
___ Work regular hours?
___ Have a flexible schedule?
___ Have a variety of tasks?
___ Have supervisory power?
___ Express your own ideas?
___ Be a decision maker?

## Assignment Sheet 2: Exploring Requirements and Benefits

Job title:______________________________

Cluster:__________________ Student name:________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:____________________ Student name:____________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:______________________________

Cluster:______________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 2 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. Which is a typical activity for Agribusiness and Natural Resources workers?

__a. Check for disease or infection in animals
__b. Deliver letters and packages
__c. Never have to make management decisions
__d. Work indoors most of the time

2. What is meant by job benefits?

__a. Medical insurance, savings plans, career growth
__b. Skills needed for the job
__c. Education needed for the job
__d. When employees are their own bosses

3. Communication skills include all **except** which of the following?

__a. Relating to others
__b. Math skills
__c. Writing skills
__d. Speaking skills

4. What is meant by on-the-job training?

__a. You must know everything about the job before being hired.
__b. You will learn necessary skills after being hired.
__c. You will have to teach your boss the job.
__d. If you know too much, they won't hire you.

TO THE INSTRUCTOR

Lesson 2: Agribusiness and Natural Resources

Learner Outcomes

#1. Identify jobs that make up the Agribusiness and Natural Resources cluster.

#2. Choose two jobs within this cluster to learn about.

#3. Describe the job requirements of the two jobs you have chosen.

#4. Describe the benefits of the two jobs chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

#6. Compare each "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

Materials and Resources

Student guides
Student file folders and portfolios
Career Learning Center materials and audiovisual aids
Overhead projector

Handout 1:	Entry-Level Jobs in Landscape Horticulture
Handout 2:	Entry-Level Jobs in Floriculture
Transparency Master 1:	Exploring Requirements and Benefits
Transparency Master 2:	Looking at a Career
Assignment Sheet 1:	Jobs I Want to Find Out About
Assignment Sheet 2:	Exploring Requirements and Benefits
Assignment Sheet 3:	Looking at a Career

Lesson 2 Review

Suggested Activities

(Outcomes 1-3)

- Talk with the students about jobs they are familiar with that might fall within this cluster.

- Review with students the procedure they are to follow when researching their two job choices.

- Review the resources that are available to them at the various Career Learning Center areas.

- Distribute extra "Exploring Requirements and Benefits" forms and "Looking at a Career" forms if students need them.

- Take the students through an example job research. Show Transparency 1 (requirements and benefits form). Use a transparency pen to demonstrate how the form is filled out. Point out that the answers are written in a short, note-like way. Show Transparency 2 and discuss how this form is used to summarize what they learn about each job. Again, fill out the form with the transparency pen. Add to find the total score. Complete the summary section at the bottom of the form. Discuss any questions the students might have.

- Remind students that all forms should be put in their file folders at the end of the class session. When they have finished this lesson, they should complete the Agribusiness and Natural Resources check-off list on their file folder.

- Discuss with students what they may do if they finish this lesson before everyone else (explore other jobs that interest them, explore Career Learning Centers that deal with money management, etc.).

- As students begin the job research procedure, check progress individually with students, answer questions and assist in finding information.

  (For classes that might need a more structured atmosphere, you may wish to assign Career Learning Center areas and time limits to the students.)

- Check students' assignment sheets for completeness. Give Lesson Review.

- Initial student file folders.

Other Activities

- Divide students into small groups. Let each group create a "commercial" to recruit agribusiness workers or forest rangers. They may role-play their commercial before the class.

- Have the class carry out a telephone survey of jobs in their local area that fall within this cluster. They can canvass workers and ask what they like about their jobs and what they do not like. Discuss the results in class.

- If the class is mostly made up of city-dwellers, make arrangements to take them to a nearby farm or agribusiness for a day of work. The cooperating owner should have enough "supervisors" available so that small groups can be assigned to different tasks. Switch the groups to other tasks during the day. During the following class session, discuss what they learned, what they liked, what they didn't like, etc.

Transparency 1

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:________________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Transparency 2

Looking at a Career

Job title:____________________

Cluster:____________________ Student name:____________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/tech. training (years): __1 __2 __3 __4 __4+ Vocational prep.: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Answers to Assignment Sheets

Answers will vary; check for completeness.

Answers to Lesson 2 Review

1. a
2. a
3. b
4. b

Lesson 3: Communications and Media

Learner Outcomes

#1. Identify jobs that make up the Communications and Media cluster.

#2. Explore two jobs in this cluster.

#3. Describe the job requirements of the jobs you have chosen.

#4. Describe the benefits of the jobs chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

#6. Compare each "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Jobs in the cluster

Since long ago, people have been interested in recording events and telling others about the events. Jobs in the Communications and Media cluster ensure that recording and telling will continue.

Some workers in this cluster are involved in research. They observe what is happening or find information related to what is happening.

Other workers write about the information. Sometimes they try to explain or interpret the information.

Editing is another duty within this cluster. Workers correct the written material and check it for accuracy and appearance.

The final duty involves production. These workers transmit the information to an audience through a variety of media.

#3: Job requirements

Training requirements vary greatly, as do the types of jobs within this cluster. Many jobs require a college education plus very good reading and writing skills. Other jobs, however, are technical and require on-the-job or specialized training.

Workers in communications and media will probably work with newspapers, magazines, telephone companies, movies, recording studios, radio or TV.

Workers in this cluster usually like to express their own ideas and be challenged by deadlines.

DO ASSIGNMENT SHEET 1

Handout 1: Jobs in Commercial and Graphic Arts

Broadcast Media

- Radio Announcer
- Television Programmer
- Camera Operator
- Television Program Assistant
- Film Editor

Commercial Communication

- Package Designer
- Pasteup Artist
- Sign Printer
- Free-Lance Commercial Illustrator
- Public Relations Director

Print Media

- Editorial Research Assistant
- Magazine Circulation Manager
- Newspaper Space Sales Worker

Industrial Communications

- Drafting Technician
- Mechanical Drafting Technician
- Cartographer
- Technical Illustrator
- Architect

Photography

- Commercial Photographer
- Portrait Photographer
- Industrial Photographer
- Darkroom Technician

Printing

- Typesetter
- Press Operator
- Silk Screen Printer
- Bindery Worker

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which two jobs interest you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Communications and Media	2

Jobs selected	**Reference**
1.	
2.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check five job requirements important to succeed as a Communications and Media worker.

___ Be challenged mentally?
___ Work with people?
___ Work with machines?
___ Work independently?
___ Work on a team?
___ Follow clear instructions?
___ Earn a lot of money?
___ Have a chance for quick promotion?
___ Have good benefits?
___ Travel in your work?
___ Work close to home?
___ Work regular hours?
___ Have a flexible schedule?
___ Be challenged by deadlines?
___ Have a variety of tasks?
___ Have supervisory power?
___ Express your own ideas?
___ Be a decision maker?
___ Do detailed work?

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:_____________________ Student name:_________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:________________________________ Student name:__________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:____________________________ Student name:_______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 3 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. Which describes jobs in the Communications and Media cluster?

__a. An unimportant cluster
__b. Recording and telling current, past or future happenings
__c. An area which requires no special training
__d. Jobs in which you always work close to home

2. What does editing mean?

__a. Writing an article
__b. Doing a lot of research
__c. Training someone for a job
__d. Checking someone's work for accuracy and appeal

3. Which job is part of the Communications and Media cluster?

__a. Printing press operator
__b. Carpenter
__c. Secretary
__d. Highway inspector

4. Which would **not** be a likely employer for a job in Communications and Media?

__a. Telephone company
__b. Construction site
__c. Newspaper publisher
__d. Television station

5. Which describes jobs in this cluster?

__a. Require a college education
__b. Vary greatly in the training required
__c. Require no formal training
__d. Are boring and not challenging

TO THE INSTRUCTOR

Lesson 3: Communications and Media

Learner Outcomes

#1. Identify jobs that make up the Communications and Media cluster.

#2. Explore two jobs in this cluster.

#3. Describe the job requirements of the jobs you have chosen.

#4. Describe the benefits of the jobs chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

#6. Compare each "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

Materials and Resources

Student guides
Student file folders and portfolios
Career Learning Center materials and audiovisual aids
Handout 1: Jobs in Commercial and Graphic Arts
Assignment Sheet 1: Jobs I Want to Find Out About
Assignment Sheet 2: Exploring Requirements and Benefits
Assignment Sheet 3: Looking at a Career
Lesson 3 Review

Suggested Activities

- Use Handout 1 to introduce the kinds of jobs students will be exploring within this lesson. Discuss how influential communications and media jobs are in our world today.

Other Activities

- Assist students in planning and developing their own videotape presentation. They should write, edit and present their own scripts, decide on backdrops, show examples and put it together as a presentation to give to another class.

- Have students outline the various aspects of what they see on a TV news report. During the next class session, compare information. Then brainstorm all the jobs that made it possible for them to see that news on television.

- Invite a local newspaper editor to speak to the class. Discuss the various newspaper sections and the jobs involved to get information to the people.

Answers to Lesson 3 Review

1. b
2. d
3. a
4. b
5. b

Lesson 4: Construction

Learner Outcomes

#1. Identify jobs that make up the Construction cluster.

#2. Choose four jobs within this cluster to learn about.

#3. Describe the job requirements for the jobs you have chosen.

#4. Describe the benefits of the four jobs chosen.

#5. Complete a "Looking at a Career" form for the jobs you are learning about.

#6. Compare each of the "Looking at Myself" forms and indicate how well they match.

#1: Construction

Construction workers build new things and repair or modernize old things so they look and work like new. They build, repair and modernize many different kinds of structures: homes, buildings, highways, airports, bridges and so on.

Jobs in this cluster use a variety of materials and equipment. Workers might use wood, metal, insulation, paint, wires or pipes. It often takes specialized tools, machines or chemicals to work with such materials.

Some construction workers work in small or in dangerous places, such as on scaffolding or ladders. Often workers will find themselves doing their jobs in all kinds of weather. Sometimes, the seasons prevent them from doing as much as they would like (seasonal work).

Successful construction workers often show several characteristics. They have strength for lifting and carrying, plus coordination for bending, stooping and balancing. Often stamina is needed, especially when they are in one position for a long time.

Good judgment is necessary because workers often have to make decisions. Safe working habits are important, as they often deal with sharp tools and dangerous machines or working conditions.

DO ASSIGNMENT SHEET 1

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which four jobs interest you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Construction	4

Jobs selected	**Reference**
1.	
2.	
3.	
4.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check five job requirements important to succeed as a Construction worker.

___ Work outdoors?
___ Be physically active?
___ Work with your hands?
___ Be challenged mentally?
___ Work with machines?
___ Work independently?
___ Work on a team?
___ Follow clear instructions?
___ Earn a lot of money?
___ Have a chance for quick promotion?
___ Have good benefits?
___ Travel in your work?
___ Work close to home?
___ Work regular hours?
___ Have a flexible schedule?
___ Be challenged by deadlines?
___ Have a variety of tasks?
___ Have supervisory power?
___ Express your own ideas?
___ Be a decision maker?
___ Do detailed work?

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:______________________________

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:__________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:________________________________ Student name:__________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 4 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. Which would **not** be a task of a construction worker?

   __a. Modernize homes
   __b. Build highways
   __c. Spray trees for insects
   __d. Build new homes

2. Which describes a construction work place?

   __a. May be dangerous
   __b. Indoors most of the time
   __c. Routine and steady tasks
   __d. Not affected by the weather

3. Which is a requirement for most construction workers?

   __a. Good writing skills
   __b. Strength and agility
   __c. Work with ideas more than tools
   __d. Usually work in the same location

4. Which job is part of the construction cluster?

   __a. Bus driver
   __b. Paper hanger
   __c. Receptionist
   __d. Printing press operator

TO THE INSTRUCTOR

Lesson 4: Construction

Learner Outcomes

#1. Identify jobs that make up the Construction cluster.

#2. Choose four jobs within this cluster to learn about.

#3. Describe the job requirements for the jobs you have chosen.

#4. Describe the benefits of the four jobs chosen.

#5. Complete a "Looking at a Career" form for the jobs you are learning about.

#6. Compare each of the "Looking at Myself" forms and indicate how well they match.

Materials and Resources

Student guides
Student file folders and portfolios
Overhead projector
Career Learning Center materials and audiovisuals
Transparency Master 1: Sample Construction Jobs
Assignment Sheet 1: Jobs I Want to Find Out About
Assignment Sheet 2: Exploring Requirements and Benefits
Assignment Sheet 3: Looking at a Career
Lesson 4 Review

Suggested Activities

- Use Transparency Master 1 as a way of making the transition to this lesson. It is especially easy to see how workers in this cluster use the stages of task accomplishment.

Other Activities

- Do a research project about the Brooklyn Bridge and the various kinds of construction jobs it involved. Have students compare how jobs were done at that time to the techniques workers use today.
- Have students design and draw, to the best of their ability, their dream home. Then instruct them to list all the workers it would take to make that home a reality.
- Direct students to find pictures of various structures from around the world. Note their similarities and differences. Discuss how weather conditions and available materials affect the way a building is designed and constructed.

Transparency 1

Sample Construction Jobs

Task: Build a house

Time/limitations

Purpose:	Earn money and make a strong home that will last
Evaluation:	By general contractor, construction foreman, homeowners

Smaller tasks

Prepare lot (excavators)

Lay foundation (concrete finisher, cement mason)

Framing (carpenter)

Rough in (carpenter, roofer)

Plumbing (plumber)

Electricity (electrician)

Finishing (drywall installer, painter, floor covering installer, finish carpenter)

Landscaping (excavators, landscapers)

Answers to Lesson 4 Review

1. c
2. a
3. b
4. b

Lesson 5: Environment

Learner Outcomes

#1. Identify jobs that make up the Environment cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

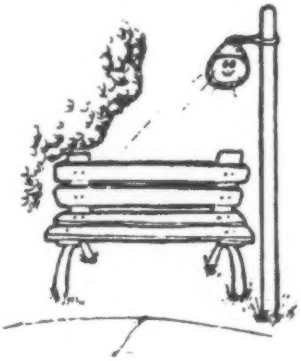
#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Environment cluster

The word environment means the world in which we live--the land, air and water around us. People who have jobs within the Environment cluster care for our land, air and water.

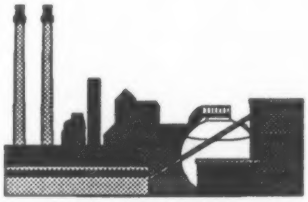


Some workers, such as those who supervise waste and sewage removal or those who deal with pest control, help keep the environment healthy to live in. Street cleaners, snow removal crews and chimney sweeps are workers whose duties are to help keep our environment safe.

#2: Growth in this cluster

For a long time, pollution was accepted as the inevitable price to be paid for progress. Now people are discovering that there are ways of cleaning up what has been damaged and ways of preventing more damage.

Many people are needed to work in the growing fields of pollution control, conservation and energy development.



Pollution control creates jobs in several ways. First, workers are needed to **manufacture pollution control devices,** such as catalytic converters and stack gas scrubbers, and to build pollution control facilities, such as sewage treatment plants and hazardous waste disposal plants.

Second, people are needed to **monitor and clean up pollution.** Mining and refining companies and government agencies are hiring increasing numbers of air pollution control technicians, environmental technicians, meteorologists and engineers to monitor and control pollution levels.

The largest environmental problem today is waste disposal, especially hazardous wastes. Hazardous waste management is a growing field with perhaps a million workers needed to collect and safely dispose of industrial waste. Since leakage from land storage areas is causing further pollution, scientists are experimenting with new methods of disposal, such as high-temperature incineration and chemical neutralization.

Third, workers are needed to **identify issues and solve pollution problems**. For instance, pollution of beaches by medical waste highlights the effects of pollution on local economies. Environmentalists work to help prevent this type of situation from recurring.

Conservation involves the restrained use of natural resources, such as mineral, water, timber and topsoil, and the protection of wildlife and wilderness areas. Early conservationists established state and national parks, forests and wildlife refuges. These sites now employ conservation officers and game wardens, botanists, wildlife managers, foresters and rangers.

Workers are needed to develop alternative energy sources. Alternative energy is important because of problems connected with supplying enough fossil fuels and pollution problems associated with these fuels.

Often jobs in this cluster make sure that the natural resources we have now are used wisely. They also care for those resources so that the environment will be liveable in the future.

Examples of such jobs are: recycling and purifying water, overseeing landfill operations, conversion of natural resources and planning the least destructive use of the resources we do use.

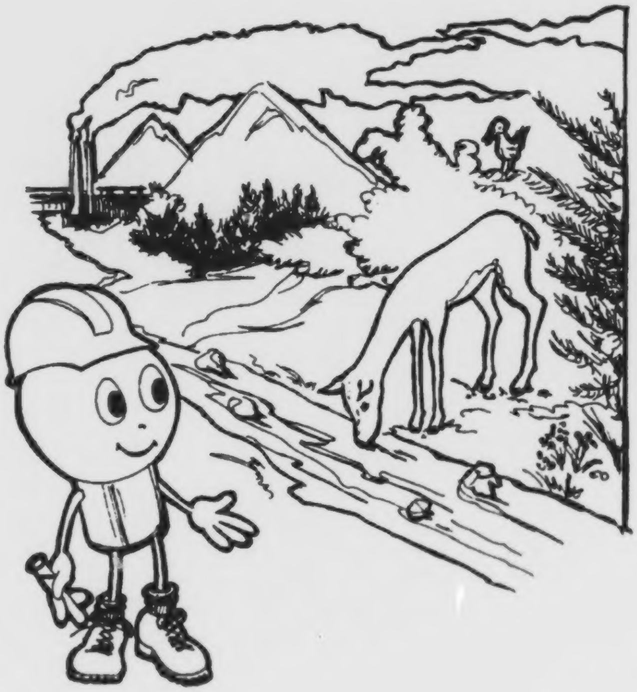
#3: Requirements

Workers in the Environment cluster usually like to work outdoors. They should be able to work alone or in a group. Because their jobs usually require a lot of planning, they feel good when everything is in order. Other important traits of the environment worker are seeing a job to its end and having patience until the job is finished.

DO ASSIGNMENT SHEET 1.

Handout 1: Jobs in the Environment Cluster

- Develop alternative energy sources
- Maintain state and national forests, parks and wildlife refuges
- Restrain use of natural resources
- Manage waste disposal
- Build pollution control facilities
- Monitor pollution and clean-up
- Manufacture pollution control devices



Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which job interests you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Environment	1

Job selected	**Reference**
1.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check four requirements that would be important if you worked in the Environment cluster.

___ Work outdoors?
___ Be physically active?
___ Work with your hands?
___ Be challenged mentally?
___ Work with machines?
___ Work independently?
___ Work on a team?
___ Follow clear instructions?
___ Earn a lot of money?
___ Have a chance for quick promotion?
___ Have good benefits?
___ Travel in your work?
___ Work close to home?
___ Work regular hours?
___ Have a flexible schedule?
___ Have a variety of tasks?
___ Have supervisory power?
___ Express your own ideas?
___ Be a decision maker?
___ Enjoy doing research?
___ Have patience?

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:________________________ Student name:__________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Othe[illegible]efits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:________________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:______________________________

Cluster:______________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 5 Review

Directions: For each question, place a check mark on the line in front of the **best** answer.

1. What do jobs in the Environment cluster deal with?

__a. Land, air and water
__b. Building high-rise buildings
__c. Personal grooming
__d. Interior decorating

2. What duties might an environmental worker do?

__a. Snow removal
__b. Cleaning chimneys
__c. Pollution control
__d. All of the above

3. What is the largest environmental problem today?

__a. Restrained use of natural resources
__b. Developing alternative energy sources
__c. Waste disposal
__d. None of the above

4. Which is a job in the environmental cluster?

__a. Pest control technician
__b. Emission control technician
__c. Sanitary engineer
__d. All of the above

5. Which is **not** a requirement for an environmental worker?

__a. Liking outdoor work
__b. Liking to work indoors
__c. Liking things in order
__d. Working alone or in a group

TO THE INSTRUCTOR

Lesson 5: Environment

Learner Outcomes

#1. Identify jobs that make up the Environment cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

Materials and Resources

Student guides
Student file folders and portfolios
Career Learning Center materials and audiovisuals
Handout 1: Jobs in the Environment Cluster
Assignment Sheet 1: Jobs I Want to Find Out About
Assignment Sheet 2: Exploring Requirements and Benefits
Assignment Sheet 3: Looking at a Career
Lesson 5 Review

Suggested Activities

- Discuss the effect that environment workers have on the well-being of the community (health and safety of its citizens, conserving for future needs, use of available resources, etc.).

- On Handout 1, point out the range of duties in the Environment cluster.

Other Activities

- Invite representatives from utility companies to discuss with your class the ways their companies are trying to protect the environment.
- Take soil samples from around the community and plant bean seeds in each sample. Check for any growth differences. Discuss how environmentalists are concerned about keeping soil high in quality and safe for present and future use.
- Arrange a class trip to a local sewage treatment and water purifying plant. Help students develop a flowchart of what happens within the plant.

Answers to Lesson 5 Review

1. a
2. d
3. c
4. d
5. b

Lesson 6: Fine Arts and Humanities

Learner Outcomes

#1. Identify jobs that make up the Fine Arts and Humanities cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements of the job you have chosen.

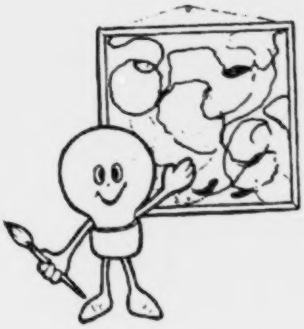
#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Fine Arts and Humanities cluster

People in these jobs express their ideas and emotions in a creative and very personal way. Some workers use their talent to say something about the condition of our world, while other workers may provide entertainment.



#2: Jobs in Fine Arts and Humanities

Workers in the performing arts include actors, singers, dancers, magicians, gymnasts, figure skaters and many others.

This cluster also includes workers in design careers. These people use visual elements such as light, space, color and texture to communicate the effect they want. In this cluster there are artists who paint mainly to express a feeling, and there are artists who create or design objects that serve a more practical purpose.

Workers in design careers include painters, sculptors, artists, photographers, floral designers, architects and many others.

Jobs in the clergy are also part of this cluster. Ministers, pastors, youth ministers and priests need a compelling sense that working for the betterment of humanity should be their life's work. They must be examples of high moral and ethical standards and conduct personal counseling.

The clergy need the ability to command a group's attention and to inspire others. Creativity in communicating ideas is also helpful.

#3: Requirements

Imagination, creativity and talent are required for careers in this cluster.

DO ASSIGNMENT SHEET 1

Handout 1: Fine Arts and Humanities

Writing

- Composer
- Fiction Writer
- Instructional Designer
- Script Writer

History or Philosophy

- Minister
- Priest
- Pastor
- Music Leader

Drawing

- Artist
- Cartoonist
- Commercial Artist
- Computer Artist
- Textile Designer
- Art Director

Acting/Performing

- Model
- Stage Hand
- Dancer
- Film Editor
- Lighting Technician
- Camera Operator
- Director
- Musician
- Producer
- Singer
- Sound Technician

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which job interests you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Fine Arts and Humanities	1

Job selected	**Reference**
1.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check four job requirements that would be important for a Fine Arts and Humanities worker.

___ Freedom of expression
___ Flexible schedules
___ Long hours
___ Work away from home
___ Work in own home
___ Supervisory traits
___ Take orders from others
___ Be challenged mentally
___ Work with people
___ Work on a team
___ Follow clear instructions
___ Have a chance for quick promotion
___ Travel
___ Be challenged by deadlines
___ Be a decision maker
___ Do detailed work

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:______________________________

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:________________________ Student name:__________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:________________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:__________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 6 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. In which cluster are actors, singers, dancers and gymnasts?

__a. Health
__b. Communications and Media
__c. Fine Arts and Humanities
__d. Homemaking

2. What do Fine Arts and Humanities workers have in common?

__a. Reporting the facts
__b. Designing homes
__c. Conserving energy
__d. Expressing ideas and emotions

3. What do some Fine Arts and Humanities workers work with?

__a. Metal, wood and steel to build homes
__b. Light, space, color and texture to communicate
__c. Animals, plants and minerals
__d. People to teach them factual information

4. In which cluster are people who work on a church staff?

__a. Communications and Media
__b. Public Service
__c. Fine Arts and Humanities
__d. Personal Service

5. Which is **not** important for Fine Arts and Humanities workers?

__a. Interested in people
__b. Like working in their own homes
__c. Able to express themselves in various ways
__d. Don't mind working long hours

TO THE INSTRUCTOR

Lesson 6: Fine Arts and Humanities

Learner Outcomes

#1. Identify jobs that make up the Fine Arts and Humanities cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements of the job you have chosen.

#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

Materials and Resources

Student guides
Student file folders and portfolios
Career Learning Center materials and audiovisuals

Handout 1:	Fine Arts and Humanities
Assignment Sheet 1:	Jobs I Want to Find Out About
Assignment Sheet 2:	Exploring Requirements and Benefits
Assignment Sheet 3:	Looking at a Career

Lesson 6 Review

Suggested Activities

* Indicate to the students that they will now be exploring jobs within the Fine Arts and Humanities cluster. All jobs require their workers to make decisions; however, they will discover that decisions within this cluster are highly personalized and expressive.

Other Activities

- Discuss with students the role that the brain's right hemisphere and left hemisphere play in creative expression. (Or you might wish to have a counselor or psychologist lead the discussion.) An excellent resource for both background and activity ideas is *Drawing on the Right Side of the Brain* by Betty Edwards.
- Stress that everyone has the capacity to be creative; it can be a learned process.
- Invite a panel of local artists, actors, painters, designers, etc. to discuss their common job requirements, the feelings they experience during the creative process, and how they have learned to respond to negative reactions to their work.
- Work with the art teacher for the class to create a "Fine Arts and Humanities" bulletin board. Students could overview the points that they learned during this lesson.

Answers to Lesson 6 Review

1. c
2. d
3. b
4. c
5. b

Lesson 7: Health

Learner Outcomes

#1. Identify jobs that make up the Health cluster.

#2. Select one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

According to the Bureau of Labor Statistics, 12 of the 20 fastest-growing occupations are in health care. Here's how much each job is expected to grow by the year 2000.

Medical assistants	90%
Physical therapists	87%
Physical therapy aides	82%
Home health aides	80%
Podiatrists	77%
Medical records technician	75%
Radiologic technicians	65%
Dental hygienists	63%
Dental assistants	57%
Physicians' assistants	57%
Occupational therapist	52%
Optometrists	49%

#1: Health cluster

There is a very wide range of jobs within the health cluster: doctors, nurses, technicians, orderlies, aides, pharmacists, researchers, business managers and so on. Workers within this cluster can have many different interests.

They could enjoy running machines and handling equipment, or they could prefer working with people. Some workers are interested in numbers and scientific facts, while others enjoy running a business. Those who are interested in public health issues could work with epidemic control and the safety and use of new medicines and new products.

The places where health care workers are found are also varied. Of course, there are medical centers such as hospitals, clinics, mental health centers, rehabilitation centers, private offices and health agencies. Health cluster workers are also employed in residential places such as nursing homes, homes for the disabled and even the patient's home.

Many corporations, businesses and schools hire health care workers to care for their employees or students. In addition, these workers test the safety of the company's products.

#3: Job requirements

Some of the skills used in this cluster are similar. Most jobs require a background in science and math, and many need workers who can get along well with other people. Good manual dexterity (the ability to work well with your hands) is also often needed.

Workers who have jobs related to life and death situations must be able to work well under pressure and be self-motivated, even when they feel tired or pressured. Having a positive outlook is also important to help offset the slowness of progress that is often present.

DO ASSIGNMENT SHEET 1

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which job interests you the most. Fill in the spaces below with the necessary information.

Cluster	**Number of Jobs to Select**
Health	1

Job selected	**Reference**
1.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check four job requirements that are important to a health care worker.

___ Work with your hands
___ Be challenged mentally
___ Work with people
___ Work with machines
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Be challenged by deadlines
___ Have a variety of tasks
___ Have supervisory power
___ Be a decision maker
___ Do detailed work
___ Retain self-control under pressure

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:______________________________

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:__________________________________

Cluster:__________________ Student name:__________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:______________________________

Cluster:____________________ Student name:____________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:_____________________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 7 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. Which describes health care jobs?

__a. Being phased out
__b. Very plentiful
__c: Limited in variety
__d. Not easy to get

2. What is the primary function of a health care worker?

__a. Research
__b. Care of the sick and disabled
__c. Educating personnel and the public
__d. Health promotion

3. Where are health care workers most likely to work?

__a. Construction sites
__b. TV stations
__c. Hospitals
__d. Private homes

4. Which job requirement is important for many health workers?

__a. Get along well with people
__b. Creativity and imagination
__c. Like working outside
__d. Like working alone

5. Which is a job benefit for health workers?

__a. Similar tasks
__b. 9:00 to 5:00 work shifts
__c. Different work locations
__d. Very little pressure

TO THE INSTRUCTOR

Lesson 7: Health

Learner Outcomes

#1. Identify jobs that make up the Health cluster.

#2. Select one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

Materials and Resources

Student guides
Student file folders and portfolios
Career Learning Center materials and audiovisual aids
Overhead projector

Transparency Master 1:	Health Services
Assignment Sheet 1:	Jobs I Want to Find Out About
Assignment Sheet 2:	Exploring Requirements and Benefits
Assignment Sheet 3:	Looking at a Career

Lesson 7 Review

Suggested Activities

* Show Transparency Master 1 and discuss primary and secondary functions of health care workers. Also discuss the wide variety of locations where health care workers are needed. Point out the difference between preventive health care and emergency or maintenance health care; discuss where the students most rely on health care workers.

Other Activities

- Arrange to visit the school nurse. Plan questions ahead of time concerning the kind of work that is required, what is liked about the job and how this job is different from nursing in a hospital.
- Arrange a class trip to a local hospital and visit the various departments. Have students keep a list of the various jobs they encounter.
- Invite a panel of various mental health workers to visit your class and discuss the similarities and differences in their jobs. Have them explain some of the techniques they use to help others (biofeedback, play therapy, art therapy, etc.).
- Have students create a bulletin board that traces all the workers that would be connected to the healing process of an accident victim. Help students understand how jobs in the health care field are interdependent on each other. Be sure to include remote connections in addition to those involved in an operating room (dietician, secretary who processes records, medical technologists, physical therapists, orderly, etc.).

Health Services

Primary function

Care of sick and disabled

Secondary functions

- Research
- Promotion of health
- Prevention of disease
- Education of personnel and public

Where Do Health Care Workers Work?

- Doctors' and dentists' offices
- Veterinarians' offices
- Hospitals and clinics
- Nursing homes
- Health care agencies
- Camps
- Camps for the disabled
- Social service agencies
- Research institutions
- Medical supply companies
- Pharmaceutical (drug) companies
- Government research agencies
- Private homes

Answers to Lesson 7 Review

1. b

2. b

3. c

4. a

5. c

Lesson 8: Homemaking

Learner Outcomes

#1. Identify jobs that make up the Homemaking cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

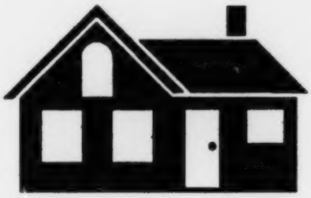
#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Homemaking cluster

Jobs within the Homemaking cluster deal with individual families and private homes. Some workers live at their employer's home, while others stay there only during working hours. It is not uncommon for nannies, maids or butlers to live with their employers.



Jobs within this cluster center around caring for families and where they live. Workers can be responsible for taking care of the house, yard and furnishings; decorating the home; cleaning and caring for clothing; planning and preparing the family's meals; or caring for the children.

#3: Requirements

People who have jobs in this cluster often have qualities in common. Since they usually have to work on their feet for a long time, they must have physical strength. Getting along with people and being really interested in them is also important.

Workers need to be able to do things by themselves (self-motivated). And they have to pay attention to details and do a careful, complete job.

The training for Homemaking jobs can be received on the job or in homemaking classes at school. Often, companies will have their own classes for workers to attend.

Many workers who have jobs in this cluster will use their homemaking experiences as training for future jobs.

DO ASSIGNMENT SHEET 1

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which job interests you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Homemaking	1

Job selected	**Reference**
1.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check those requirements which you think are most important for a Homemaking worker.

___ Work alone
___ Accept responsibility
___ Attend to detail
___ Travel
___ Have a variety of tasks
___ Work regular hours
___ Express own ideas
___ Be a decision maker

___ Have a chance for quick promotion
___ Be challenged physically
___ Make a lot of money
___ Be challenged mentally
___ Have good benefits
___ Work close to home
___ Have a flexible schedule

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:______________________________ Student name:__________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 8 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. Jobs that deal with individual families and private homes are part of which cluster?

__a. Homemaking
__b. Arts and Humanities
__c. Agribusiness
__d. Communications and Media

2. What do Homemaking employees care for?

__a. House
__b. Yard
__c. Decorating a home
__d. All of the above

3. What do jobs in Homemaking involve?

__a. Care of pets
__b. Care of yards
__c. Financial advice
__d. All of the above

4. What is one benefit of a job in the Homemaking cluster?

__a. You make your own working hours.
__b. Training can be gained while on the job.
__c. You don't have to deal with people.
__d. It is a simple desk job.

- Show Transparency 2. Discuss different categories of Homemaking workers. Discuss with the students jobs they are familiar with that might fall within this cluster.

Other Activities

- Create a bulletin board entitled "Caring for Home and Family". List the major tasks involved in caring for a home and family. Then list the subtasks that must be planned or performed (for example, prepare family meals: plan menus, shop for groceries, prepare ingredients, cook and prepare food, set table, clean up when meal is finished, wash dishes, etc.). Have students add either their own artwork or pictures they have cut out.

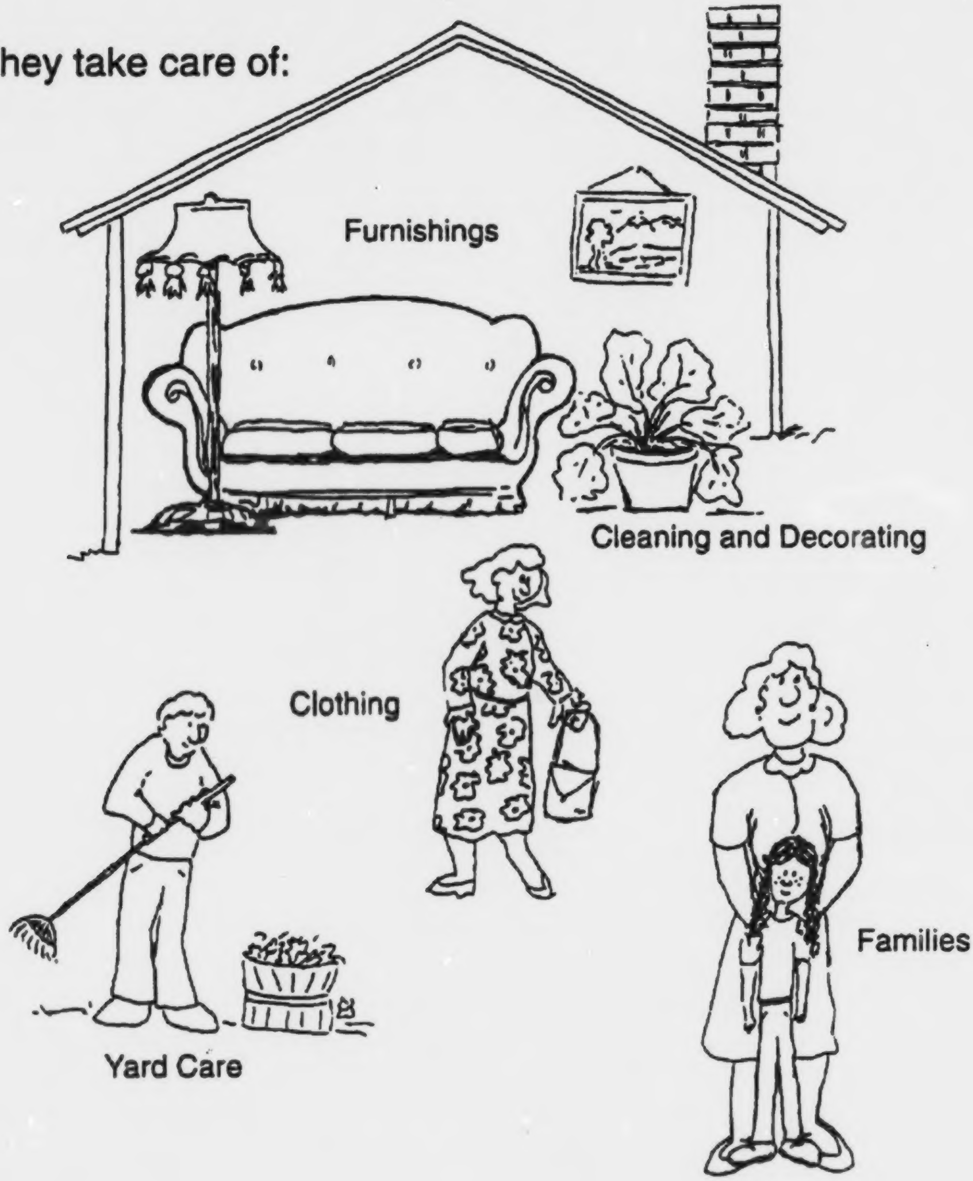
- Through the local voluntary action agency or an agency on aging, arrange a field trip to the home of an elderly person where your students could provide the "people power" to do needed yard work or household cleaning. Preparation and planning are essential to the success of this kind of project.

- Invite an interior decorator to speak to the class about how furnishings, color schemes, etc., can influence the way people feel. Also examine how such things can be a way that people express themselves.

Transparency 1

Homemaking Workers Help Make a House a Home

They take care of:



Transparency 2

Jobs in Homemaking

Care of home and contents

- Housekeeper
- Window cleaner
- Maid
- Clock/watch repair
- Appliance service repair
- Interior designer
- Upholsterer

Financial

- Appraiser
- Home economist
- Consumer advocate

Clean and care for clothing

- Dry cleaning worker
- Laundry worker
- Dressmaker
- Tailor

Pets

- Pet care worker
- Horse trainer
- Stable worker

Family food

- Caterer
- Personal shopper
- Dietitian
- Nutritionist

Transport family

- Chauffeur

People

- Companion
- Bridal consultant
- Divorce mediator
- Nanny

Care of yard

- Gardener
- Grounds keeper

Answers to Lesson 8 Review

1. a
2. d
3. d
4. b

Lesson 9: Hospitality and Recreation

Learner Outcomes

#1. Identify jobs that make up the Hospitality and Recreation cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

Hospitality and Recreation

Hospitality and Recreation jobs involve doing things for others while they are on trips or recreational outings. Workers see to the comfort, convenience and amusement of their customers.

Even though jobs in this cluster vary from ticket taker to tour guide to playing Santa Claus, there are personal characteristics that are

common to most workers. They enjoy helping people and they have good communication skills.

Workers need to be able to organize and direct other people in a respectful way. Since they often deal with the public, they need to look neat, clean and friendly, and be polite and helpful.

The training required varies for different jobs. Some employees get on-the-job training, while other employees learn through company-sponsored courses. Besides these, special courses are sometimes offered through private businesses or public education programs.

DO ASSIGNMENT SHEET 1

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which job interests you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Hospitality and Recreation	1

Jobs selected	**Reference**
1.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check those items that are important to Hospitality and Recreation workers.

___ Work outdoors
___ Be physically active
___ Work with your hands
___ Be challenged mentally
___ Work with people
___ Work with machines
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits
___ Travel in your work
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Have a variety of tasks
___ Have supervisory power
___ Be a decision maker
___ Do detailed work
___ Use communication skills

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:_______________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:____________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 9 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. What do Hospitality and Recreation jobs involve?

__a. Providing people with necessities
__b. Buying and selling products
__c. Doing things for others while they are on trips
__d. Keeping businesses and organizations running smoothly
__e. All of the above

2. Which are Hospitality and Recreation jobs?

__a. Cruise director
__b. Tour guide
__c. Ticket taker
__d. Travel agent
__e. All of the above

3. Where might hospitality workers go to get a job?

__a. Amusement parks
__b. Construction sites
__c. Department stores
__d. Post offices
__e. All of the above

4. What should a recreation worker like to do?

__a. Physical activity
__b. Working with people
__c. Variety of tasks
__d. All of the above

5. What do Hospitality and Recreation workers need?

__a. Organizational skills
__b. To be neat, clean and friendly
__c. Good communication skills
__d. All of the above

TO THE INSTRUCTOR

Lesson 9: Hospitality and Recreation

Learner Outcomes

#1. Identify jobs that make up the Hospitality and Recreation cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

Materials and Resources

Student guides
Student file folders and portfolios
Career Learning Center materials and audiovisual aids
Overhead projector
Transparency Master 1: Hospitality and Recreation
Assignment Sheet 1: Jobs I Want to Find Out About
Assignment Sheet 2: Exploring Requirements and Benefits
Assignment Sheet 3: Looking at a Career
Lesson 9 Review

Suggested Activities

- Discuss where students like to go to relax and relieve stress. Show Transparency 1 to summarize the discussion.

Other Activities

- If you live near a large hotel or motel, arrange a class tour through each part of the operation (management, front desk, housekeeping, mail delivery, food preparation, room service and so on.)
- Arrange for persons who act as Santa Clauses in the area to visit the class. Have a panel discussion on why they wanted to go into that work, how they were trained, why they like the job, what they don't like about the job and so on.
- Invite a travel agent to visit the class to discuss his/her job and talk about how to avoid stress on a vacation.

Published Resources

Addresses to send to for information:

American Recreation Coalition
1331 Pennsylvania Avenue, NW
Washington, DC 20004

National Recreation and Park Association
3101 Park Center Drive
Alexandria, VA 22302

National Caterers Association
220 South State Street
Chicago, IL 60604

National Restaurant Association
311 First Street, NW
Washington, DC 20001

American Hotel and Motel Association
888 Seventh Avenue
New York, NY 10019

Hotel Employees and Restaurant Employees International Union
1219 28th Street, NW
Washington, DC 20007

Transparency 1

Community Centers

Sports Camps

Cruise Operators

Tourism Offices

Summer Resorts

Hospitality & Recreation

Museums

Restaurants

Camps

Zoos

Hotels and Motels

Movie Theaters

Parks

Amusement Parks

Employment Agencies

Answers to Lesson 9 Review

1. c

2. e

3. a

4. d

5. d

Lesson 10: Manufacturing

Learner Outcomes

#1. Identify jobs that make up the Manufacturing cluster.

#2. Choose two jobs within this cluster to learn about.

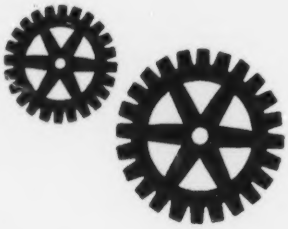
#3. Describe the job requirements for the jobs you have chosen.

#4. Describe the benefits of the two jobs chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare each of the "Looking at a Career" forms to the "Looking at Myself" form and indicate how well they match.

#1: Manufacturing Cluster Jobs



Manufactured goods provide people with necessities, such as food, housing and clothing. Other manufactured goods are conveniences, such as telephones and microwave ovens. Recreation and entertainment (books, video games and compact disc players) are still more examples. Without the goods produced by people in manufacturing, modern life would come to a halt.

The Manufacturing cluster contains a large variety of jobs, all working to produce things. Some workers prepare the raw materials, while others create the machines and tools.

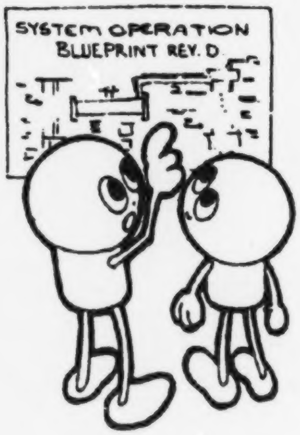
Then there are workers who operate the machines and workers to package the final product for shipment.

Machine operators make up the almost half of all manufacturing workers. Their tasks range from basic to highly skilled. They may operate sewing machines or use machine tools. Most machine operators receive training on the job.

More and more machine workers are finding that robots can do jobs previously done by people. Robots can reduce labor costs, eliminate dangerous jobs, increase productivity, and improve product quality and flexibility. For these reasons, the robotics field is fast growing and a top-dollar job in manufacturing.

#3: Job Requirements

People in manufacturing jobs usually are interested in machines and have mechanical ability. They work very well with their hands and enjoy working with details.



Some workers also need to imagine what a product will look like just by seeing a drawing. Some manufacturing jobs take physical strength and the ability to work in unpleasant or difficult locations.

Since there are many different manufacturing jobs, there are also many ways to obtain training. A worker can go to college or vocational-technical schools to learn the needed skills.

Many workers go through an apprenticeship program where they learn their skills on the job from more experienced workers. Workers go to classes organized by the company or by the union.

Conclusion

Manufacturing today is in an uncertain position. In some manufacturing areas, innovations have meant more jobs, cleaner factories and more available products. In others, the same innovations have meant idle factory towns and the migration of factory workers to regions with more jobs.

Many companies are committed to retraining and relocating workers or diversifying job tasks, rather than laying off employees.

The rebuilding of American manufacturing will be up to workers who are willing to learn, change and adapt.

DO ASSIGNMENT SHEET 1.

Handout 1: Alternative Work Styles in Manufacturing

Shift Work

Shift work allows a manufacturing company to operate around-the-clock. Also, it can allow workers to select hours suited to their needs. The day is divided into blocks of time (usually eight hours) known as shifts. Workers doing shift work include:

- assemblers
- blacksmiths
- boiler tenders
- electroplaters
- quality control inspectors
- production supervisors

Consulting

Consultants provide services for one or more clients. They can be employed by one client on a long-term basis, or they may work for several clients at once on individual projects. Consultants should have a special skill to offer. They may have to spend time looking for clients and assignments. Workers involved in consulting include:

- industrial designers
- industrial engineers
- labor relations specialists

Flextime

Flextime allows workers to adjust work hours to suit personal needs. The total number of hours in the week remains the same. Flextime can also mean a change in workdays, such as four 10-hour days or six short days. Workers on flextime schedules include:

- machine tool operators
- industrial upholsterers
- instrument makers
- production painters
- machinists
- boilermakers

Temporary Employment

These workers often receive their assignments through temporary employment agencies. They work for firms that require additional help on an occasional basis. They receive an hourly rate of pay for the time they work. Assignments differ in length and location, offering some variety. Temporary workers include:

- assemblers
- machine tool operators
- production painters
- boiler tenders

Handout 2: Manufacturing Creates Machines and Tools

Prepare raw materials

- Blacksmith
- Cutting/slicing machine setter operator
- Jeweler/silversmith
- Precision woodworker

Packing and shipping

- Hand packager
- Quality control inspector
- Production supervisor

Create machines and tools

- Assembler
- Electrical/Electronics engineering technologist
- Electrical/Elec-tronics engineer
- Mechanical engineering technician
- Mechanical engineer
- Millwright
- Precision instrument repairer
- Tool and die maker
- Machinist
- Instrument maker
- Industrial designer
- Industrial engineer
- Manufacturing engineer

Machine operators

- Industrial machinery mechanic
- Machine feeder offbearer
- Machinery maintenance worker
- Peripheral equipment operator
- Sheet metal worker
- Sewing machine operator
- Welder/cutter
- Machine tool operator

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which jobs interest you the most. Fill in the spaces below with the necessary information.

Cluster	**Number of jobs to select**
Manufacturing	4

Jobs selected	**Reference**
1.	
2.	
3.	
4.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check those items that are important to a Manufacturing worker.

___ Sometimes work in unpleasant places
___ Like working alone
___ Often go through an apprenticeship
___ Like working with details
___ Often belong to a union
___ Physical skill
___ Like travel
___ Able to visualize from a drawing
___ Have a variety of tasks
___ Have a flexible schedule
___ Do detailed work
___ Earn a lot of money
___ Be challenged mentally
___ Work with machines

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:______________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:____________________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 10 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. Which describes the Manufacturing cluster?

__a. Provides very little service for people
__b. Provides people with housing
__c. Unimportant in today's society
__d. Offers a large variety of jobs

2. What interests do people in manufacturing jobs usually have?

__a. People
__b. Machines
__c. Animals
__d. Natural resources
__e. None of the above

3. What do manufacturing jobs require?

__a. Mechanical ability
__b. Physical strength
__c. Working with details
__d. All of the above

4. Which describes a manufacturing worker's job?

__a. Sometimes have to work in unpleasant places
__b. Have a variety of tasks
__c. Often belong to a union
__d. Often go through an apprenticeship
__e. All of the above

TO THE INSTRUCTOR

Lesson 10: Manufacturing

Learner Outcomes

#1. Identify jobs that make up the Manufacturing cluster.

#2. Choose two jobs within this cluster to learn about.

#3. Describe the job requirements for the jobs you have chosen.

#4. Describe the benefits of the two jobs chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare each of the "Looking at a Career" forms to the "Looking at Myself" form and indicate how well they match.

Materials and Resources

Student guides
Student file folders and portfolios
Career Learning Center materials and audiovisual aids

Handout 1:	Alternative Work Styles in Manufacturing
Handout 2:	Manufacturing Creates Machines and Tools
Assignment Sheet 1:	Jobs I Want to Find Out About
Assignment Sheet 2:	Exploring Requirements and Benefits
Assignment Sheet 3:	Looking at a Career

Lesson 10 Review

Suggested Activities

- Discuss why someone might want to seek a job in the area of Manufacturing. Discuss the qualities that a potential worker in this cluster might need. Discuss how Manufacturing jobs may be categorized.

Other Activities

- Arrange for the class to take a tour of a factory (if available in your community). Have the students take notes about the different production jobs, the beginning pay and the training required.

- Choose a common classroom object (e.g. wastebasket) and brainstorm the various kinds of jobs involved in its production. Include jobs that make the machines that make the wastebaskets.

- Encourage students to join (or sponsor as an extracurricular activity) a Junior Achievement Program.

- Brainstorm all the things the students use throughout the day that are manufactured. When there is no more room on the chalkboard to write, erase it. Ask the students what they would do if there were no more factories. Brainstorm ways they could supply their own needs or wants.

Answers to Lesson 10 Review

1. d

2. b

3. d

4. e

Lesson 11: Marine Science

Learner Outcomes

#1. Identify jobs that make up the Marine Science cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

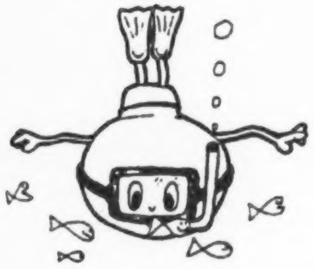
#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Marine Science Jobs

The word "marine" describes what this cluster is about--jobs that are in, around and about water. Jobs in this cluster can be found near lakes, reservoirs, rivers and oceans.



Some Marine Science jobs involve the study of water and sea life. From what these workers have learned, they develop methods of forecasting the weather, set up better fisheries and create new ways of mining the ocean's resources.

Other workers in the Marine Science cluster care for our waterways. They help with flood control and the clearing of channels. These workers also care for the plants and animals that live in the waterways.

Many jobs in this cluster involve keeping transportation on the waterways. Some workers run the boats, ships and barges, while other workers control or assist water traffic.

The list below gives a sampling of jobs available in Marine Science.

Barge Worker
Cook/Steward
Stevedore
Cabin Attendant
Deck Hand
Water Tender/Firer
Fisherman
Ocean Technician
Marine Scientist
Marine Biologist
Marine Photographer
Oceanographer

DO ASSIGNMENT SHEET 1

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which job interests you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Marine Science	1

Job selected	**Reference**
1.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check characteristics that a Marine Science worker should have.

___ Be physically active
___ Work with your hands
___ Be challenged mentally
___ Work with people
___ Work with machines
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Be challenged by deadlines
___ Have a variety of tasks
___ Have supervisory power
___ Be a decision maker
___ Do detailed work
___ Concerned about the environment
___ Like working around water
___ Like plants

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:______________________________

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:_________________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:________________________ Student name:_______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:______________________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 11 Review

Directions: Mark a T before true statements and an F before false ones.

___ 1. Marine Science jobs are found around water.

___ 2. Methods of forecasting the weather were developed by marine scientists.

___ 3. Mining the ocean's resources is **not** a part of the Marine Science cluster.

___ 4. Water traffic is controlled by Marine Science workers.

___ 5. Marine Science workers are unconcerned with the environment.

___ 6. Workers in Marine Science like plants and water life.

___ 7. Working close to home is a benefit of being a marine scientist.

___ 8. Flood control is a duty of the Marine Science worker.

___ 9. Often, Marine Science workers are on the water for long periods of time.

___ 10. A deck hand is considered part of the Marine Science cluster.

TO THE INSTRUCTOR

Lesson 11: Marine Science

Learner Outcomes

#1. Identify jobs that make up the Marine Science cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

Materials and Resources

Student guides
Student file folders
Career Learning Center materials and audiovisual aids

Assignment Sheet 1:	Jobs I Want to Find Out About
Assignment Sheet 2:	Exploring Requirements and Benefits
Assignment Sheet 3:	Looking at a Career

Lesson 11 Review

Suggested Activities

* Indicate to the students that they will now be exploring the Marine Science cluster. Discuss where there might be Marine Science jobs in your area.

Other Activities

* Have a local weather forecaster speak to the class about how studying oceans and sea life can help us better understand weather forecasting.

- If you live near a lake, reservoir or river, have workers from the Marine Science cluster speak to the class about their jobs.

- Arrange for someone who sells or owns diving equipment to speak. They could discuss the equipment, how it is used and when it is used.

Answers to Lesson 11 Review

1. T
2. T
3. F
4. T
5. F
6. T
7. F
8. T
9. T
10. T

Lesson 12: Marketing and Distribution

Learner Outcomes

#1. Identify jobs that make up the Marketing and Distribution cluster.

#2. Choose two jobs within this cluster to learn about.

#3. Describe the job requirements for the two jobs you have chosen.

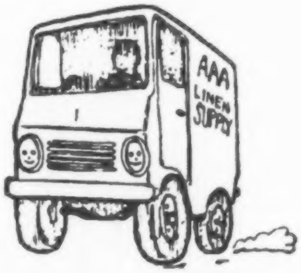
#4. Describe the benefits for each of the jobs chosen.

#5. Complete a "Looking at a Career" form for each of the jobs you are learning about.

#6. Compare each "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

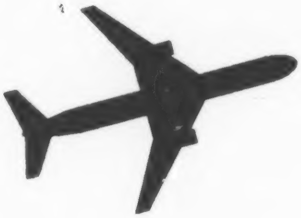
#1: Marketing and Distribution

Workers who have jobs in this cluster buy and sell a wide range of products, including food, clothing, real estate, insurance, automobiles, furniture and so on.



Buyers or sales staff may work in stores, travel for companies or be in business for themselves.

Marketing and Distribution workers may buy and sell for retail trade (that is, for the general public). Or they may buy and sell for wholesale trade.



Think about jobs in the Marketing and Distribution cluster. If you need help determining these jobs, use the Career Learning Center resources.

Which of these jobs would interest you?

Are there any other jobs that might fit into this cluster?

DO ASSIGNMENT SHEET 1.

Handout 1: Marketing and Distribution

Advertising

- Marketing Research
- Packaging
- Distribution
- Display Workers
- Retail Butchers
- Advertising Managers
- Stocker
- Pricer
- Packer

Sales

Direct

- Real Estate Agent
- Telemarketing
- Insurance Agent
- Party Plans and Home Sales
- Vending Machine Route Worker
- Sales Demonstrators
- Door-to-Door Sales
- Auctioneer

Retail
(takes place in a store)

- Department Store
- Supermarket
- Specialty Store
- Outlet Store
- Sales Demonstrations
- Cashier

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which two jobs interest you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Marketing and Distribution	2

Jobs selected	**Reference**
1.	
2.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check those items that are important for a Marketing & Distribution worker.

___ Be challenged mentally
___ Work with people
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits
___ Travel in your work
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Be challenged by deadlines
___ Have a variety of tasks
___ Have supervisory power
___ Express your own ideas
___ Be a decision maker
___ Do detailed work

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________________ Student name:_____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:______________________________

Cluster:______________________ Student name:______________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:__________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:____________________________ Student name:__________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 12 Review

Directions: Mark a T before true statements and an F before false ones.

___ 1. Marketing workers are involved with the buying and selling of products.

___ 2. Marketing workers work outdoors mostly.

___ 3. An insurance salesperson is a marketing worker.

___ 4. Marketing workers work in stores or can be in business for themselves.

___ 5. Marketing workers never have to communicate with other people.

___ 6. Marketing workers need to be able to work independently.

___ 7. Travel may often be required in Marketing and Distribution jobs.

___ 8. Marketing people have to make decisions.

___ 9. Marketing includes both advertising and sales.

TO THE INSTRUCTOR

Lesson 12: Marketing and Distribution

Learner Outcomes

#1. Identify jobs that make up the Marketing and Distribution cluster.

#2. Choose two jobs within this cluster to learn about.

#3. Describe the job requirements for the two jobs you have chosen.

#4. Describe the benefits for each of the jobs chosen.

#5. Complete a "Looking at a Career" form for each of the jobs you are learning about.

#6. Compare each "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

Materials and Resources

Student workbooks
Student file folders and portfolios
Career Learning Center materials and audiovisual aids

Handout 1:	Marketing and Distribution
Assignment Sheet 1:	Jobs I Want to Find Out About
Assignment Sheet 2:	Exploring Requirements and Benefits
Assignment Sheet 3:	Looking at a Career

Lesson 12 Review

Suggested Activities

* Use Handout 1 to introduce the Marketing and Distribution cluster. Discuss jobs the students are familiar with that might fall within this cluster.

Answers to Lesson 12 Review

1. T
2. F
3. T
4. T
5. F
6. T
7. T
8. T
9. T

Lesson 13: Office Technology

Learner Outcomes

#1. Identify jobs that make up the Office Technology cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

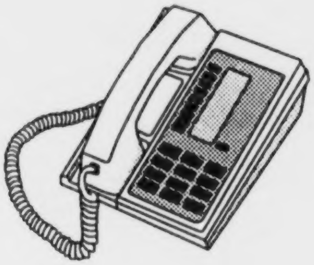
#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Office Technology Jobs

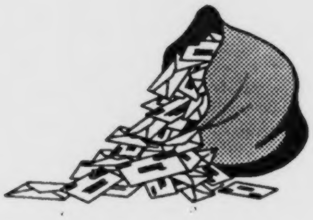
Office workers do a wide range of jobs that keep businesses and organizations running smoothly every day.



Almost one-third of the U.S. work force is employed in administration, business and office work.

Every business or governmental agency needs a variety of people to handle the administrative and clerical work. Among other things, these workers pay the bills, deal with correspondence and orders, maintain files and make decisions about the way the organization should be run.

The office may range in size from one part-time bookkeeper to a staff of thousands. But every organization--from a shoe factory to a hospital--needs people to deal with day-to-day administrative details.



The office of today needs clerks, bookkeepers, secretaries, word processors, programmers and tape librarians.

Clerical workers in the Office Technology cluster keep records, maintain and organize files, type and operate office machines. They may do research, write reports, keep accounting records or process the company payroll. They may be asked to edit and proofread training manuals and to train other office workers.

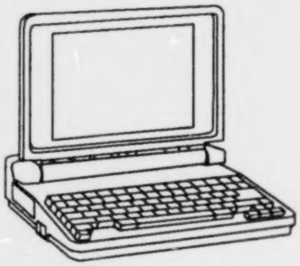
#3: Job Requirements

Workers with professional or technical duties often give advice to customers, prepare and analyze financial reports, design computer systems, arrange for bank loans and so on. Such tasks require initiative, judgment and creativity. Office workers' jobs have become more challenging and more interesting.

All office technology jobs have some skills in common. Workers should be able to pay close attention to detail. They should have good judgment and be able to communicate with others.

Professional or technical workers need to be able to analyze data and solve problems. Each job, however, has its own specialized skills, such as typing, shorthand, filing, entering data, understanding financial systems and so on.

New office machines and equipment have created entirely new jobs.



The computer age has eliminated some jobs while creating others. Many people are needed to set up computer systems and keep them going. These workers include programmers, systems analysts and data processing managers.

In general, automation has upgraded the status and image of office workers. Their duties have become more challenging, they operate sophisticated electronic machines and they perform many administrative tasks that call for independent decision-making.

Today's workers need to remain flexible and look upon retraining as an exciting opportunity to learn new skills.

DO ASSIGNMENT SHEET 1.

Handout 1: Office Technology

Entry Level

- Receptionist
- Credit Collector
- Office Machine Technician
- Bookkeeper
- File Clerk
- Credit Authorizer
- Stenographer
- Data Entry Operator
- Word Processor
- Payroll Clerk

Specialized Training

- Computer Operator
- Computer Programmer
- Computer Service Technician
- Computer Software Writer
- Tax Preparer
- Employment Agent
- Claims Adjuster
- Medical Records Administrator
- Personnel Recruiter

Advanced Training

- Accountant
- Auditor
- Computer Consultant
- Controller
- Systems Analyst
- Underwriter
- Financial Planner
- Investment Banker

Where Are Secretarial Jobs Found?

Schools • Banks • Attorney's Offices • Insurance Companies •
Medical and Dental Offices

Handout 2: Alternative Work Styles in Business and Technology

Telecommuting

Allows employees to work at home on a computer that is connected to another in the office; good opportunities for people with disabilities or parents of small children

Jobs:
*computer programmers
*insurance underwriters
*tax preparers
*financial analysts
*computer operators
*operations research analysts

Free-lancing

Paid for each assignment on an hourly basis or at a fixed rate

Jobs:
*typists
*accountants
*systems analysts
*computer consultants
*bookkeepers
*tax preparers
*office planners
*training specialists

Job Sharing

Allows two or more people to hold one full-time position

Jobs:
*secretaries
*teletypists
*administrative assistants
*correspondence clerks
*data processing printer operators
*office machine servicers

Flex-time

May adjust work hours to suit personal needs

Jobs:
*receptionists
*file clerks
*mail clerks
*claim adjusters
*employment agents
*data entry operators

Temporary Employment

Usually hired through temporary employment agencies

Jobs:
*secretaries
*word processors
*messengers
*computer programmers

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which job interests you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Office Technology	1

Jobs selected	**Reference**
1.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check characteristics that an Office Technology worker should have.

___ Be challenged mentally
___ Work with people
___ Work with machines
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits

___ Travel in your work
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Be challenged by deadlines
___ Have a variety of tasks
___ Have supervisory power
___ Express your own ideas
___ Be a decision maker
___ Do detailed work

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:__________________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:______________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:________________________ Student name:____________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 13 Review

Directions: Mark a T before true statements and an F before false ones.

___ 1. Office jobs account for almost one-third of the work force in the United States today.

___ 2. Clerks, bookkeepers, secretaries, programmers and word processors are all part of the Office Technology cluster.

___ 3. Duties of an office worker might include preparing and analyzing financial reports and arranging for bank loans.

___ 4. Office workers do **not** have to bother with details.

___ 5. Communication skills are **not** important to the Office Technology worker.

___ 6. Office workers must do a wide range of jobs.

___ 7. Office workers are often challenged mentally.

___ 8. Office workers must be able to follow instructions carefully.

___ 9. Flex-time means working from 9:00 to 5:00 each day.

___ 10. Free-lancers are paid for each assignment on an hourly basis or at a fixed rate.

TO THE INSTRUCTOR

Lesson 13: Office Technology

Learner Outcomes

#1. Identify jobs that make up the Office Technology cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

Materials and Resources

Student guides
Student file folders and portfolios
Career Learning Center materials and audiovisual aids

Handout 1:	Office Technology
Handout 2:	Alternative Work Styles in Business and Technology
Assignment Sheet 1:	Jobs I Want to Find Out About
Assignment Sheet 2:	Exploring Requirements and Benefits
Assignment Sheet 3:	Looking at a Career

Lesson Review

Suggested Activities

- Use Handout 1 as a way of introducing this lesson. Discuss how office workers use communication skills every day.
- Use Handout 2 to illustrate how flexible office jobs might be by pointing out alternative work styles in office technology.

Other Activities

- Arrange a class tour of a local bank. Talk to employees in several different areas. Ask how they started in banking, what they do and how it fits into the total banking system.
- Invite several secretaries to visit the class as guest speakers on a panel. Try to make the job areas nontraditional and varied (legal secretary, insurance secretary, school secretary, bank secretary, etc.). Prepare panel questions ahead of time.
- Have students take a phone survey of businesses in their community that rely on computers. Find out how computers help them to serve their customers.

Answers to Lesson 13 Review

1. T
2. T
3. T
4. F
5. F
6. T
7. T
8. T
9. F
10. T

Lesson 14: Personal Services

Learner Outcomes

#1. Identify jobs that make up the Personal Services cluster.

#2. Choose four jobs within this cluster to learn about.

#3. Describe the job requirements for the jobs you have chosen.

#4. Describe the benefits of the four jobs chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Personal Services Jobs

Workers in the Personal Services cluster make life easier and more pleasant for others. They do things that people cannot do for themselves or that people do not want to do for themselves.

May I Help You?

Many of these jobs fall into three different categories. There are jobs that involve **food,** such as those in grocery stores or restaurants. There are jobs that take care of **cleaning:** cleaning clothes, homes, businesses and so on. Other workers care for **people or things.** This includes caring for hair, pets, children, furniture and so on.

#3: Job Requirements

Personal Service workers care about people and enjoy helping them. Successful workers also have good public relations skills--they can talk and get along easily with people.

Workers need physical strength since they sometimes carry heavy things or stand for a long time. Of course, workers must show skill in their jobs so that people will want to hire them.

DO ASSIGNMENT SHEET 1.

Handout 1: Personal Service Workers

Personal Service workers specialize in helping with everyday problems.

- I got off work at 5 p.m. and have a meeting at 5:30. What can I do about dinner?
- I've lost weight and my clothes don't fit. Who can alter them for me?
- Who will care for my invalid father while I am on a business trip?
- Who will pick up my little girl from school while I am at work?
- Who will care for my infant son while I earn a living?

- Who will take care of my dog while I am on vacation?
- Since my arm is broken, who will fix my hair?
- Who will keep our business clean?

Handout 2: Personal Service Cluster

Food

Manager
Owner
Assistant Manager
Food Production Manager
Personnel Director
Dietitian
Executive Chef

Food Service Operations Supervisor
Storeroom Supervisor
Food Service Kitchen Supervisor
Chef

Purchasing Agent
Butcher
Baker
Second Cook
Breakfast Cook
Vegetable Cook
Broiler Cook
Host/Hostess
Checker/Cashier

Dishwasher
Bus Person
Kitchen Helper
Fountain Person
Salad Person
Baker's Assistant
Fry Cook
Waiter/Waitress

Cleaning

Homes
Maid
Butler
Rug/Carpet Cleaner

Clothes
Laundry Worker
Dry Cleaner

Business
Custodian
Janitor
Pest Control
Waste Disposal
Grounds Keeper

People or Things

Barber
Cosmetologist
Shoe Repairer
Swimming Pool Service
Floral Designer
Child Care Provider

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which four jobs interest you the most. Fill in the spaces below with the necessary information.

Cluster	**Number of jobs to select**
Personal Services	4

Jobs selected	**Reference**
1.	
2.	
3.	
4.	

Other jobs I might want to study later:

1.
2.
3.
4.

Directions: Check items which are characteristics of the Personal Services worker.

___ Work with your hands
___ Be challenged mentally
___ Work with people
___ Work with machines
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits
___ Travel in your work
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Have a variety of tasks
___ Have supervisory power
___ Be a decision maker
___ Do detailed work

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:__________________________________

Cluster:__________________ Student name:________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:______________________________________

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:______________________________

Cluster:______________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:____________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 14 Review

Directions: Mark a T before true statements and an F before false ones.

___ 1. Workers in the Personal Services cluster make life easier and more pleasant for other people.

___ 2. People hire Personal Services workers because it is often more convenient to hire someone else to do some jobs.

___ 3. Personal Services includes jobs that take care of cleaning, food and people.

___ 4. Good public relations skills are **not** important to Personal Services workers.

___ 5. Personal Services workers have a variety of tasks.

___ 6. Personal Services workers usually have a chance for quick promotions.

___ 7. Sometimes, Personal Services workers live with their employers.

___ 8. Personal Services workers are more likely to work with machines on an assembly line than with people.

___ 9. Physical strength is often needed by Personal Services workers.

___ 10. A cosmetologist is a Personal Services worker.

TO THE INSTRUCTOR

Lesson 14: Personal Services

Learner Outcomes

#1. Identify jobs that make up the Personal Services cluster.

#2. Choose four jobs within this cluster to learn about.

#3. Describe the job requirements for the jobs you have chosen.

#4. Describe the benefits of the four jobs chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

Materials and Resources

Student guides
Student file folders and portfolios
Career Learning Center materials and audiovisual aids
Handout 1: Personal Service Workers
Handout 2: Personal Service Cluster
Assignment Sheet 1: Jobs I Want to Find Out About
Assignment Sheet 2: Exploring Requirements and Benefits
Assignment Sheet 3: Looking at a Career
Lesson 14 Review

Suggested Activities

- Show Handout 1 as an introduction. Discuss how Personal Service cluster jobs solve problems for people. Discuss jobs the students are familiar with that might fall within this cluster.

Other Activities

- Have students create large collages with pictures of Personal Services jobs. Use the collages to create a bulletin board in the classroom.

- Arrange for students to help in the school cafeteria on a rotating basis.

- Plan, prepare and eat a meal the students fix themselves. (Enlist the Home Economics teacher's assistance, if possible.) Divide the class into work crews to handle the different dishes (main dish, vegetable, salad, dessert). Before preparation, discuss the basic safety and first aid rules that should be observed in a kitchen.

- Organize a campaign to clean up litter around the school yard.

Answers to Lesson 14 Review

1. T
2. T
3. T
4. F
5. T
6. F
7. T
8. F
9. T
10. T

Lesson 15: Public Service

Learner Outcomes

#1. Identify jobs that make up the Public Service cluster.

#2. Choose two jobs within this cluster to learn about.

#3. Describe the job requirements of the two jobs you have chosen.

#4. Describe the benefits of the two jobs chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Public Service Occupations

Workers in the Public Service cluster serve or do things for the general public. Since their duties are specialized, on-the-job training is required.

These jobs include teaching, police work, postal work or social services.

Workers can be employed by utilities such as the telephone, water, gas and electric companies. Workers also might work for city, county, state or federal governments. The third source of employment is with private businesses who serve the general public.

DO ASSIGNMENT SHEET 1.

Handout 1: Public Service

Government

(city, county, state and federal)

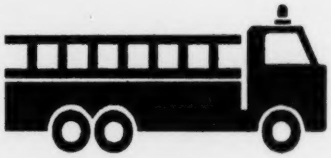
- Teacher
- Librarian
- Meter Reader
- Police Officer
- Fire fighter
- Refuse Worker
- Social Worker
- Armed Services Officer
- Postal Service Employee
- Crime Lab Technician
- Highway Maintenance Worker

Private

- Lawyer
- Religious (Clergy)
- Security Guard
- Marriage/Family Counselor
- Corporate Legal Assistant
- Geriatric Aide

Utilities

- Telephone Worker
- Electric Worker
- Power Plant Worker
- Water Worker
- Gas Worker



Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which two jobs interest you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Public Service	2

Jobs selected	**Reference**
1.	
2.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check the items which are characteristics of the Public Service worker.

___ Be challenged mentally
___ Work with young people
___ Provide a public service
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits
___ Travel in your work
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Be challenged by deadlines
___ Have a variety of tasks
___ Have supervisory power
___ Express your own ideas
___ Be a decision maker
___ Do detailed work

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:______________________________ Student name:__________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:______________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 15 Review

Directions: Mark a T before true statements and an F before false ones.

___ 1. Teaching, police work, postal work and social services work are all considered part of the Public Service cluster.

___ 2. Public Service workers provide services for the general public.

___ 3. A person could **not** go to a utility company to get a public service job.

___ 4. City, county, state or federal governments are all considered Public Service employers.

___ 5. Some Public Service workers are actually paid by private businesses.

___ 6. A refuse worker is part of the Public Service cluster.

___ 7. Firemen are **not** part of the Public Service cluster.

TO THE INSTRUCTOR

Lesson 15: Public Service

Learner Outcomes

#1. Identify jobs that make up the Public Service cluster.

#2. Choose two jobs within this cluster to learn about.

#3. Describe the job requirements of the two jobs you have chosen.

#4. Describe the benefits of the two jobs chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

Materials and Resources

Student guides
Student file folders and portfolios
Career Learning Center materials and audiovisual aids

Handout 1:	Public Service
Assignment Sheet 1:	Jobs I Want to Find Out About
Assignment Sheet 2:	Exploring Requirements and Benefits
Assignment Sheet 3:	Looking at a Career

Lesson 15 Review

Suggested Activities

- Show Handout 1 as a means of transition to the Public Service cluster. Discuss other jobs the students are familiar with that might fall within this cluster.

Other Activities

- Arrange to take the class on a tour of the telephone company. While touring, students should take notes of every type of job they see. Compare notes when you return to the classroom.

- Invite recruiting officers from various military branches to form a panel. They should discuss the kinds of jobs available through their particular branch and how their branch differs from the others.

- Help students develop and conduct a survey of the other students in the school. The topic would be: Should public service workers employed by the government be allowed to strike? Process the results during the next class session.

Answers to Lesson 15 Review

1. T
2. T
3. F
4. T
5. T
6. T
7. F

Lesson 16: Transportation

Learner Outcomes

#1. Identify jobs that make up the Transportation cluster.

#2. Choose four jobs within this cluster to learn about.

#3. Describe the job characteristics for the jobs you have chosen.

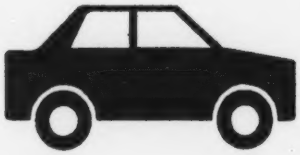
#4. Describe the benefits of the four jobs chosen.

#5. Complete a "Looking at a Career" form for the jobs you are learning about.

#6. Compare each of the "Looking at a Career" forms to the "Looking at Myself" form and indicate how well they match.

#1: Transportation Occupations

Jobs within the Transportation cluster have to do with carrying people or things somewhere and keeping vehicles in safe working condition.



Airline pilots, truck drivers, bus drivers, taxi drivers and railroad conductors are all transportation workers.

It takes many different workers to transport people or things safely and comfortably. Mechanics make sure vehicles are safe and ready to drive. Some transportation workers drive, fly, engineer or steer vehicles; other workers service (refuel, check safety, etc.) and repair mechanical parts.

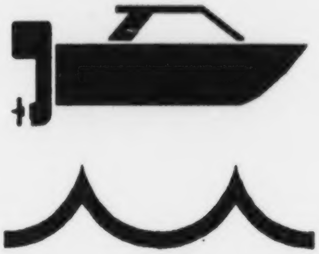
Then there are workers who care for the cargo being carried. These people load and pack cargo, freight, and make sure passengers are safe and comfortable. The airline attendant is a good example of someone who thinks about passenger comfort.

Ticket and reservations clerks, secretaries and file clerks help transportation companies run more efficiently by planning and organizing.

#3: Job characteristics

Since most transportation workers are concerned about personal and customer **safety,** they learn special habits that will help them to stay safe.

Transportation workers learn how to work calmly under **pressure.** They must deal with traffic, meet schedules and make decisions when unexpected things like storms, accidents or breakdowns occur.



Safety is also affected by **health.** Transportation workers must stay healthy and have stamina to stay alert. To pay careful attention to details, a worker must be alert. Workers who look and listen carefully usually catch mechanical failures before they happen, avoid situations that might cause accidents and prepare for the unexpected.

Transportation workers need to know how to get along with **people,** whether they are customers or fellow workers. Some jobs require workers to be a part of a team.

Staying flexible and being able to **handle change** is an important part of a transportation job. Work conditions, hours and shifts are sometimes subject to change.

DO ASSIGNMENT SHEET 1.

Handout 1: Transportation

Transportation jobs involve moving people or things by land, water or air. People who keep vehicles in safe working order are also transportation workers.

Land

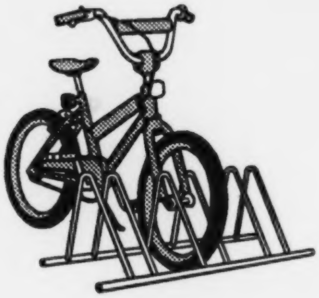
- Automobile
- Railroad
- Trucking
- Buses
- Subways
- Trolleys
- Motorcycles
- Bicycles

Aerospace

- Airplanes
- Spacecraft

Water

- Ships
- Freighters
- Boats
- River rafts
- Tankers



Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which four jobs interest you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Transportation	4

Jobs selected	**Reference**
1.	
2.	
3.	
4.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check the items which are characteristic of Transportation workers.

___ Be challenged mentally
___ Work with people
___ Work with machines
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits
___ Travel in your work
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Be challenged by deadlines
___ Have a variety of tasks
___ Have supervisory power
___ Be a decision maker
___ Do detailed work

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:______________________________

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:______________________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:____________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 16 Review

Directions: Mark a T before true statements and an F before false ones.

___ 1. Carrying people or things to where they need to be and keeping vehicles in safe working condition are duties of transportation workers.

___ 2. A person who refuels airplanes is **not** considered a transportation worker.

___ 3. Caring for the people or things that fly on an airline is considered a transportation job.

___ 4. A transportation worker never has to work under pressure.

___ 5. It is important that a transportation worker stay healthy and alert.

___ 6. Getting along well with people is important for a transportation worker.

___ 7. Transportation workers should like to travel.

___ 8. Transportation occupations include jobs in the air, on land and on water.

___ 9. Aerospace transportation workers include an airline hostess, a pilot and an airline traffic controller.

TO THE INSTRUCTOR

Lesson 16: Transportation

Learner Outcomes

#1. Identify jobs that make up the Transportation cluster.

#2. Choose four jobs within this cluster to learn about.

#3. Describe the job characteristics for the jobs you have chosen.

#4. Describe the benefits of the four jobs chosen.

#5. Complete a "Looking at a Career" form for the jobs you are learning about.

#6. Compare each of the "Looking at a Career" forms to the "Looking at Myself" form and indicate how well they match.

Materials and Resources

Student guides
Student file folders and portfolios
Career Learning Center materials and audiovisual aids

Handout 1:	Transportation Flowchart
Assignment Sheet 1:	Jobs I Want to Find Out About
Assignment Sheet 2:	Exploring Requirements and Benefits
Assignment Sheet 3:	Looking at a Career

Lesson 16 Review

Suggested Activities

- Show Handout 1. Discuss how it takes many different workers to keep people and products on the move. Also discuss the interdependence of jobs. (Workers depend on transportation workers to get them to their jobs, etc.)

Other Activities

- Invite a local transit bus driver and a school bus driver to speak to the class about their jobs, the similarities and differences, training required, etc.
- Arrange a trip to a trucking firm or a truck driving school, if there is one nearby. Divide the students into small groups to go with different workers as they explain their jobs. Have the students report in class on the jobs they observed.
- Have the class research the products carried by barges on local rivers, local trains, etc. Consolidate the information and encourage students to create presentations.

Answers to Lesson 16 Review

1. T
2. F
3. T
4. F
5. T
6. T
7. T
8. T
9. T

90-0732-S

STUDENT GUIDE

Occupational Preparation

MODULE *Two*

Career EXPLORATION

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INSTRUCTIONAL MATERIALS LABORATORY • UNIVERSITY OF MISSOURI-COLUMBIA

Modules in this *Occupational Preparation* curriculum guide:

Module 1: Self-Assessment

Module 2: Career Exploration

Module 3: Life Skills

The activity which is the subject of this report was supported in whole or in part by funds from the Department of Elementary and Secondary Education, Division of Vocational and Adult Education. However, the opinions expressed herein do not necessarily reflect the position or policies of the Missouri Department of Elementary and Secondary Education or the Division of Vocational and Adult Education, and no official endorsement should be inferred.

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OCCUPATIONAL PREPARATION

Module 2: Career Exploration

(Student Guide)

Module 2 written by
Margaret Gunderson and Patricia A. Jurgesmeyer

Developed and revised by the
Instructional Materials Laboratory,
University of Missouri-Columbia,

in cooperation with

Vocational Special Needs and Guidance Services Section,
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Catalog Number 90-0732-S
1993

Foreword

A wide variety of occupational materials exists for use in the regular classroom, but relatively few have been created specifically for students from special populations. This instructional guide was developed to meet the need for a systematic approach which offers relevant and stimulating materials that also takes into consideration the uniqueness of students with special needs.

This *Occupational Preparation* guide is especially designed to meet the needs of 10th grade students who are members of special populations. Special populations include individuals:

- with disabilities
- who are educationally and economically disadvantaged (including foster children)
- of limited English proficiency
- in programs designed to eliminate sex bias
- who are in correctional institutions

In 1993, this guide was revised and packaged into three self-contained modules: *Self-Assessment, Career Exploration* and *Life Skills.* Student pages are white, and instructor pages are pink. Material is based on 180 hours of instruction for one year, one hour per day. Content was recommended by advisory committees and developed around a format which includes student classroom activities, an instructor guide and a student guide written on the *sixth and seventh* grade reading levels. Instructors are encouraged to supplement these materials from the wealth of information and activities that they have accumulated through their own experiences.

This curriculum provides a comprehensive framework for student development of the knowledge, skills and attitudes that will orient them to the world of work.

--Dick Omer, assistant director
Vocational Special Needs and Guidance Services

Acknowledgments

This curriculum was prepared to assist students and instructors in Occupational Orientation. Special attention was devoted to presenting the material contained in this curriculum in a manner that would meet the unique needs of students from special populations and their instructors.

Special thanks is extended to Vocational Special Needs and Guidance Section staff, Department of Elementary and Secondary Education, for recognizing the need for this material and for working with the advisory committees and the Instructional Materials Laboratory staff to bring the project to completion. The advisory committees' advice and recommendations have been incorporated in the writing of this curriculum and were responsible for the direction taken in presenting the material.

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Lesson 1: Introduction to Occupational Clusters

Learner Outcomes

#1. Define occupational cluster.

#2. Give job examples from each of the 15 "Basic Search & Learn" clusters.

#3. Demonstrate skill in using the "Basic Search & Learn" software and other resources in the career learning center.

#1: Occupational Clusters

Comparing your interests and skills to those needed for many different jobs is easier when those jobs are grouped together in some way.

An occupational cluster is a group of jobs that is alike or has something in common.

There are many ways of grouping jobs to make clusters. Jobs can be grouped by what workers do. For example, we can look at jobs that involve people and jobs that involve things.

Often, jobs are grouped according to where they are: indoors or outdoors, in a cold climate or a hot climate and so on.

Comparing job salaries is another way of grouping.

Clusters are often grouped by looking at the skills or education that jobs require.

DO ASSIGNMENT SHEET 1.

#2: "Basic Search & Learn" Job Clusters

As you view the example jobs in each cluster, you will notice the following symbols: $$$, *, ↓ and M. The code for these symbols is:

$$$ = Top dollar jobs in the cluster
$$ = Excellent paying jobs in the cluster
$ = Good paying jobs in the cluster
* = Fast growing jobs nationally in the cluster
M = Fast growing jobs in Missouri
↓ = Slow growing or disappearing jobs in the cluster

Agribusiness and Natural Resources: Jobs in this cluster usually take place outdoors. They involve the care of trees, land, water, animals; mining; farming; and selling things used on a farm.

Example jobs:

Entry level	**Specialized training**	**Advanced training**
Farm Assistant ↓	Food Scientist $$	Veterinarian $$$,*,M
Animal Caretaker	Marine Engineer $$	Meteorologist $$,*
Tree Trimmer	Farm Manager ↓	Horticulturist $,*
Farmer ↓	Sanitary Engineer	Environmentalist $$
Food Processing Technician	Agronomist	

Communications and Media: The jobs in this cluster deal with the public and media. Examples of the media are newspapers, telephone companies, movies, recording studios, radio and television.

Example jobs:

Entry level
- Antenna Installer
- Darkroom Technician
- Telephone Technician
- Telephone Line Worker and Cable Splicer
- Telephone Operator ↓
- Telephone Service Representative
- TV/Radio Technician
- Printing Press Operator
- Compositor/Typesetter ↓
- Telephone Installer/ Repairer ↓

Specialized training
- Announcer
- Broadcast Technician
- Cable TV Technician
- Camera Operator *
- Music/Video Producer
- Sound Technician
- Proofreader
- Lithographic Press Operator M

Advanced training
- Advertising
- Copywriter
- Cable TV Engineer
- Desktop Publisher
- Editor
- Journalist
- Public Relations Manager *
- Sign Language Interpreter
- Technical Writer
- Telecommunications Specialist
- Translator/ Interpreter

Construction: Jobs in this cluster involve building, finishing, servicing or repairing using wood, metal, bricks, electrical wires, paint or heavy equipment.

Example jobs:

Entry level

- Floor Covering Installer M
- Painter M
- Paperhanger M
- Roofer M,*
- Plumber
- Pipe Fitter
- Drywall Installer and Finisher

Specialized training

- AC and Heating Technician
- Expeditor/Scheduler $$
- Civil Engineering Technician *
- Cost Estimator M
- Water Well Driller
- Architectural Drafter
- Maintenance Electrician
- Carpenter M
- Cabinet Maker M

Advanced training

- Landscape Architect $$,*
- Civil Engineer $$,*
- Highway Contractor
- Highway Engineer
- Surveyor
- Highway Inspector
- Structural Architect $$$

Environment: Jobs in this cluster are related to care of the world around us. People working in these jobs should have a good understanding of science and math.

Example jobs:

Entry level
Chimney Sweep
Pest Control Technician
Environmental Technician
Waste Treatment Technician
Refuse Collector M

Specialized training
Sewage Plant Operator
Hazardous Waste Management Technician
Emission Control Technician

Advanced training
Environmentalist $$
Geologist $$
Marine Engineer $$
Sanitary Engineer *
Water Resources Engineer *

Fine Arts and Humanities: This cluster of jobs involves drawing, writing, acting, languages, history or philosophy. Also, the clergy are a part of this cluster.

Example jobs:

Entry level	**Specialized training**	**Advanced training**
Model	Artist	Art Director
Stage Hand	Cartoonist	Composer
	Commercial Artist	Director
	Computer Artist	Fiction Writer
	Dancer	Instructional Designer
	Film Editor	Musician
	Lighting Technician	Producer
	Textile Designer	Production Designer
	Photographer *	Script Writer
	Camera Operator *	Singer
	Minister	
	Priest	
	Pastor	

Health: Jobs in this cluster involve work in mental and physical health.

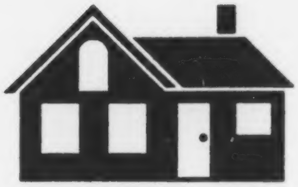
Example jobs:

Entry level
Admitting Clerk
Ambulance Attendant
Dental Assistant
Dialysis Technician
Home Health Aide *,M
Lab Animal Care Worker
Nursing Aide M
Orderly M
Ward Clerk
EKG Technician ↓

Specialized training
Dental Technician
Operating Room Technician
Substance Abuse Counselor
Dental/Medical Secretary ↓,M
Licensed Practical Nurse M
Medical Assistant *
Medical Lab Worker M
Optician
Pharmaceutical Representative
Emergency Medical Technician

Advanced training
Pathologist *,$$$
Audiologist
Registered Nurse M
AIDS Counselor
Dentist $$$,M
Physician $$$
Ophthalmologist $$.
Podiatrist *,$$
Hospital Administrator
Medical Records Administrator *
Pharmacist M
Psychiatrist $,M
Psychologist $

Homemaking: These jobs involve making cloth products, household items, furniture and food. Workers in Homemaking also help families get along and raise children.



Example jobs:

Entry level
- Chauffeur
- Child Care Worker
- Private Companion
- Dry Cleaning Worker
- Gardener/ Groundskeeper *,M
- Home Caterer
- Housekeeper, Domestic M
- Laundry Worker
- Personal Shopper
- Pet Care Worker
- Window Cleaner
- Janitor, Maid, Cleaner M

Specialized training
- Appliance Service Repair ↓
- Bridal Consultant
- Tailor/Dressmaker ↓
- Upholsterer
- Nanny *
- Clock/Watch Repair ↓

Advanced training
- Appraiser
- Business Home Economist $$
- Consumer Advocate
- Dietitian/Nutritionist $$,*
- Divorce Mediator
- Home Economics Teacher $$
- Interior Design

Hospitality and Recreation: This cluster includes work at places where trips and outings are planned.

Example jobs:

Entry level

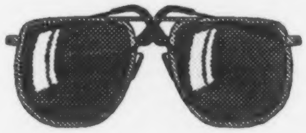
Animal Caretaker
Bartender *,M
Bowling Pin Machine Mechanic
Cafeteria Attendant
Dining Room Attendant
Dishwasher
Doorkeeper
Fast Food Franchise Worker
Hospitality Cashier
Hotel Bellhop/Porter
Hotel Desk Clerk *,M
Hotel House Worker M
Motion Picture Projectionist ↓
Parking Lot Attendant
Outdoor Guide
Recreation Worker M
Restaurant Host/Hostess M
Short Order Cook
Stadium Worker
Ticket Taker ↓
Tour Escort
Usher ↓
Waiter/Waitress *,M

Specialized training

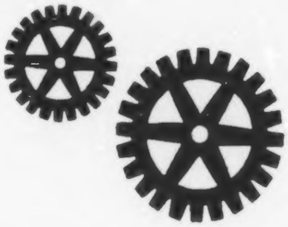
Caterer
Convention Specialist
Cook/Chef M
Fitness Instructor
Head Waiter/Waitress M
Lifeguard
Pantry Supervisor
Pastry Chef/Baker
Restaurant Steward
Social Director
Swimming Instructor
Theater/Movie House Manager

Advanced training

Athletic Coach $$
Athletic Trainer
Cruise Director
Food/Beverage Manager $$
Hotel Executive Housekeeper $
Hotel Manager $$,*
Museum Curator
Museum Worker
Park Ranger
Professional Athlete $$$
Restaurant Manager
Stadium Manager $$
Travel Agent, Corporate *
Travel Agent, Incentive
Travel Agent
Wholesale/Retail
Zoo Administrator $$



Manufacturing: People who work in jobs in this cluster usually put things together to make something, such as in factory jobs.



Example jobs:

Entry level
- Assembler ↓
- Blacksmith
- Boiler Tender
- Boilermaking Worker
- Composite Technician
- Electroplater
- Hydraulic Maintenance Technician
- Industrial Laser Machine Operator
- Machine Tool Operator ↓
- Production Painter
- Quality Control Inspector

Specialized training
- All-Round Machinist ↓
- Industrial Machine Repair
- Industrial Upholsterer
- Instrument Maker
- Instrument Repairer
- Production Supervisor
- Stationary Engineer
- Tool and Die Maker

Advanced training
- Automated Manufacturing Manager $$
- Industrial Designer $
- Industrial Engineer $$
- Labor Relations Specialist $,*
- Manufacturing Engineer
- Production Manager $$
- Quality Control Engineer

Marine Science: Jobs in this cluster include fishing, boating and the study of water and sea life.

Example jobs:

Entry level	**Specialized training**	**Advanced training**
Barge Worker	Watertender/Firer	Marine Scientist $$$
Cook/Steward	Fisherman ↓	Marine Biologist $$
Stevedore	Ocean Technician *	Marine Photographer $$
Cabin Attendant		Oceanographer $$$
Deck Hand		

Marketing and Distribution: People working in this cluster usually buy things for stores or sell to customers.

Example jobs:

Entry level

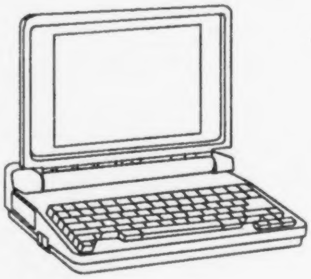
Auto Parts Counter Worker
Auto Sales Worker
Cashier M
Comparison Shopper
Direct Market Broker
Direct Sales Worker
Equip. Rental and Leasing Service Agent
Food Broker
Retail Butcher ↓
Retail Store Sales Worker M
Sales Demonstrator M
Shipping and Receiving Clerk ↓
Stock Clerk ↓
Supermarket Worker
Telemarketing Specialist
Vending Machine Route Worker
Warehouse Worker
Wholesale Sales Worker *

Specialized training

Auctioneer
Insurance Agent and Broker $$,*
Manufacturer's Sales Worker
Real Estate Sales Worker and Broker $$,*
Small Business Owner
Title Examiner
Meat Cutter
Travel Agent

Advanced training

Marketing Account Executive $$$
Store Manager
Trade Show Manager
Buyer
Advertising Manager $$$,*,M
Distribution Manager $$$
Purchasing Agent $$$
Sales Manager $$$
Advertising Account Executive $$
Marketing Research Director $$



Office Technology: These jobs usually deal with numbers and how to use them, such as in insurance or real estate work. They also include office work such as that by secretaries, office machine operators and so on.

Example jobs:

Entry level

- Receptionist *
- Credit Collector M
- Office Machine Technician
- Bookkeeper
- File Clerk
- Messenger Service Technician
- Office Clerk
- Payroll Clerk ↓
- Credit Authorizer ↓
- Stenographer ↓
- Word Processor M

Specialized training

- Computer Operator M
- Computer Programmer
- Computer Service Technician *
- Computer Software Writer
- Tax Preparer M
- Employment Agent M
- Claims Adjuster M
- Medical Records Administrator
- Personnel Recruiter *

Advanced training

- Accountant M
- Auditor M
- Computer Consultant
- Controller $
- Systems Analyst $,*
- Underwriter
- Financial Planner $$
- Investment Banker $$$

Personal Services: Jobs in this cluster center around cleaning homes or businesses, hair care, cleaning clothes or working in places that serve food and drink.

Example jobs:

Entry level
- Pest Control Worker
- Rug/Carpet Cleaner
- Shoe Repairer ↓
- Swimming Pool Service

Specialized training
- Barber/Hairstylist
- Consumer Credit Counselor
- Cosmetologist
- Dietetic Technician *
- Electrologist
- Floral Designer
- Jeweler
- Locksmith
- Massage Therapist
- Piano/Organ Tuner
- Electronic Home Entertainment Equipment Repair *,M
- Watch/Clock Repair ↓

Advanced training
- Embalmer
- Funeral Director $$
- Research Home Economist $$
- Interior Designer $$$

Public Service: These jobs include teaching, police work, postal work, utilities work or social services.

Example jobs:

Entry level

Armed Services Career
Border Patrol Agent
Building Custodian
Corrections Officer *
Electric Power Service Worker
Electric Power Transmission and Distribution Worker
Federal Govt. Worker
Fire Fighter
Geriatric Aide
Highway Maintenance Worker
Meter Reader ↓
Police Officer
Postal Service Worker ↓
Power Plant Worker
Refuse Worker
Security Guard
State Police Officer

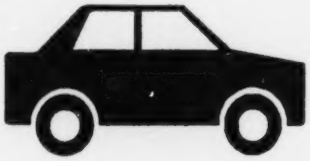
Specialized training

Crime Laboratory Technician
Day Care Worker
Detective
Institutional Child Care Worker
Institutional Housekeeper
Legal Assistant, Corporate
Paralegal Aide *
Shorthand Reporter
Teacher's Aide
Youth Organization Worker

Advanced training

Lawyer $$$,*
Librarian ↓
Marriage and Family Counselor
Parole Officer
Political Consultant
Probation Officer
Rehabilitation Counselor
Religious Vocation
School Administrator
School Counselor
School Media Specialist
Social Worker
Teacher
Urban and Regional Planner $$
Vocational Counselor
City Manager $$$

Transportation: This cluster involves work that gets people or things from one place to another by highway, rail, air or water.



Example jobs:

Entry level
- Airline Baggage and Freight Handler
- Airline Reservations Agent
- Airport Utility Worker
- Automobile Driving Instructor
- Auto Body Repairer ↓
- Bicycle Mechanic
- Car Rental Agent
- Car Wash Worker
- Dock Worker
- Gas Station Attendant ↓,M
- Intercity Bus Driver
- Local Transit Operator
- Local Truck Driver
- Locomotive Firer
- Long-Haul Truck Driver M
- Marine Services Technician
- Mover
- Ordinary and Able Seaman
- Parking Attendant
- Power Truck Operator
- Railroad Braker
- Railroad Clerk
- Railroad Track Worker
- Route Delivery Worker
- Special Services Bus Driver
- Taxi Driver
- Tow Truck Operator

Specialized training
- Motorcycle Mechanic *
- Parking Analyst
- Railroad Conductor
- Railroad Engineer
- Railroad Station Agent
- Truck and Bus Dispatcher
- Truck Terminal Manager
- Diesel Mechanic *

Advanced training
- Air Traffic Controller
- Airline Dispatcher
- Airplane Pilot *
- Airport Manager
- Flight Engineer
- Flight Instructor
- Merchant Marine Captain
- Merchant Marine Purser
- Merchant Marine Radio Officer
- Traffic Engineer
- Traffic Manager
- Transportation Engineer

DO ASSIGNMENT SHEET 2.

Learning is up to you. After deciding on the kinds of jobs that interest you, learning about those jobs is up to you. Knowing where and how to find that information is important.

You can find out about jobs by reading. There are books, pamphlets, newspapers and software programs about jobs at the library or at school.

Watching is another important way to learn. For instance, watch movies and videos at the library or workers on the job site.

Listening and talking are very special learning tools. An example of this is listening to tapes and lectures. You can also listen and talk with teachers, counselors and workers.

DO ASSIGNMENT SHEET 3.

Assignment Sheet 1: Make Your Own Clusters

Directions: Below are the titles of different jobs. Decide how you would like to group them. Then write the title and list the jobs in that cluster below the title. Use all 15 jobs.

Carpenter
Plumber
Cashier
Automobile mechanic
Nurse's aide
Horse trainer
Bus driver
Ambulance driver
Baker
Miner
Lifeguard
Salesperson
Barber
Locksmith
Roofer

Write your clusters here.

Assignment Sheet 2: Cluster Bingo Game

Directions: This game will help you learn the different job clusters. The teacher will call out the name of a job. Decide which cluster the job belongs in. Put a marker on the game sheet square naming that cluster. To win, you must have markers on all squares in a row going down, across or diagonally.

Cluster Bingo Game Sheet

Agribusiness & Natural Resources	Office Technology	Communications & Media	Construction
Homemaking	Environment	Fine Arts & Humanities	Health
FREE SPACE	Hospitality & Recreation	Manufacturing	Marine Science
Marketing & Distribution	Personal Services	Public Service	Transportation

Agribusiness & Natural Resources	Office Technology	Communications & Media	Construction
Homemaking	Environment	Fine Arts & Humanities	Health
Hospitality & Recreation	FREE SPACE	Manufacturing	Marine Science
Marketing & Distribution	Personal Services	Public Service	Transportation

Cluster Bingo Game Sheet

FREE SPACE	Health	Hospitality & Recreation	Construction
Manufacturing	Agribusiness & Natural Resources	Homemaking	Marine Science
Marketing & Distribution	Environment	Office Technology	Personal Services
Fine Arts & Humanities	Public Service	Transportation	Communications & Media

Health	**FREE SPACE**	Hospitality & Recreation	Construction
Manufacturing	Agribusiness & Natural Resources	Homemaking	Marine Science
Marketing & Distribution	Environment	Office Technology	Personal Services
Fine Arts & Humanities	Public Service	Transportation	Communications & Media

Cluster Bingo Game Sheet

Transportation	Fine Arts & Humanities	Office Technology	Hospitality & Recreation
Environment	Public Service	Manufacturing	**FREE SPACE**
Communications & Media	Marine Science	Personal Services	Homemaking
Health	Construction	Agribusiness & Natural Resources	Marketing & Distribution

Transportation	Fine Arts & Humanities	Office Technology	**FREE SPACE**
Environment	Public Service	Manufacturing	Hospitality & Recreation
Communications & Media	Marine Science	Personal Services	Homemaking
Health	Construction	Agribusiness & Natural Resources	Marketing & Distribution

Cluster Bingo Game Sheet

Office Technology	Homemaking	Agribusiness & Natural Resources	Communications & Media
Construction	Environment	Fine Arts & Humanities	Health
Marine Science	Manufacturing	Hospitality & Recreation	Transportation
Public Service	Marketing & Distribution	**FREE SPACE**	Personal Services

Office Technology	Homemaking	Agribusiness & Natural Resources	Communications & Media
Construction	Environment	Fine Arts & Humanities	Health
Marine Science	Manufacturing	Hospitality & Recreation	Transportation
Public Service	Marketing & Distribution	Personal Services	**FREE SPACE**

Cluster Bingo Game Sheet

Construction	Fine Arts & Humanities	Hospitality & Recreation	Marketing & Distribution
Health	Manufacturing	Personal Services	Marine Science
Public Service	Transportation	**FREE SPACE**	Communications & Media
Environment	Office Technology	Homemaking	Agribusiness & Natural Resources

Construction	Fine Arts & Humanities	Hospitality & Recreation	Marketing & Distribution
Health	Manufacturing	**FREE SPACE**	Marine Science
Public Service	Transportation	Personal Services	Communications & Media
Environment	Office Technology	Homemaking	Agribusiness & Natural Resources

Assignment Sheet 3: Career Learning Center Area

One of the ways to learn about jobs is to take this class. To help you learn, your teacher has set up several career learning areas using different materials. It is important to understand what is in those career learning areas and how to use them.

Directions: Describe each of the career learning areas in your classroom by completing the columns below.

Career Learning Center Area	Special Machines	Special Rules

Lesson 1 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. What is an occupational cluster?

__a. Rapidly growing jobs in Missouri
__b. Highly paid and trained jobs
__c. Jobs requiring a college education
__d. Group of jobs with something in common

2. Which is an example of a job in the Agribusiness and Natural Resources cluster?

__a. Bookkeeper
__b. Refuse Collector
__c. Meteorologist
__d. Roofer

3. Which cluster includes building, finishing, servicing or repairing?

__a. Construction
__b. Environment
__c. Health
__d. Public Service

4. Which is an entry-level job in the Communications and Media cluster?

__a. Proofreader
__b. Darkroom technician
__c. Journalist
__d. Technical writer

5. Which job is included in the Construction cluster?

__a. Sound technician
__b. Cartoonist
__c. Teacher
__d. Dry wall installer

6. Which describes the Hospitality and Recreation cluster?

__a. People who put things together to make something
__b. Police officers, teachers and fire fighters
__c. Workers at places where trips and outings are planned
__d. People who buy things for stores or to sell to customers

7. An interior designer is considered part of which cluster?

__a. Personal Service
__b. Public Service
__c. Communications and Media
__d. Health

Lesson 2: Agribusiness and Natural Resources

Learner Outcomes

#1. Identify jobs that make up the Agribusiness and Natural Resources cluster.

#2. Choose two jobs within this cluster to learn about.

#3. Describe the job requirements of the two jobs you have chosen.

#4. Describe the benefits of the two jobs chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

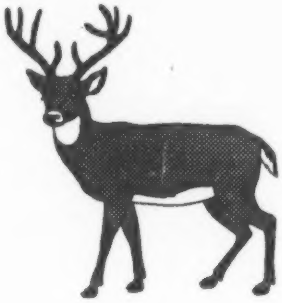
#6. Compare each "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Agribusiness and Natural Resources

Some workers who have jobs in this cluster care for animals. Farm workers feed and water livestock, clean barns and animal pens, check for disease or infection, and give shots to keep animals healthy.

People working in the area of natural resources protect wildlife and feed or give health care to animals, some of which may be endangered.

This cluster also includes those businesses that care for animals that belong to other people.



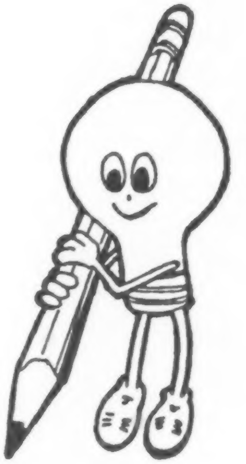
Agribusiness and natural resource workers may also care for the land. Those on farms plan, plant, fertilize and till the land before harvesting crops. Natural resource workers take care of grazing lands, parks, dams and camps. Many private businesses also have similar duties. They care for plants or land belonging to other people.

These workers sometimes have to make management decisions such as how to best use and protect plants and the land, how to best care for the animals, and how to show their progress. Keeping progress records or training and supervising workers are other management duties within this cluster.

Agribusiness and Natural Resources workers usually work outdoors. They are physically active and usually must perform a variety of tasks.

DO ASSIGNMENT SHEET 1

#3: Job requirements



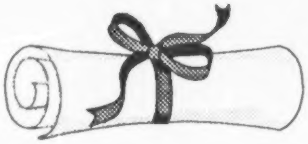
Jobs in all clusters require similar skills of their workers. The difference is in how much skill is required in the various areas.

Jobs require that you **communicate** with others. This includes speaking, writing or nonverbal communication. Some jobs require that workers communicate only with the boss or coworkers, while other jobs involve communicating with the public every day.

Another side of communication is **understanding** communications from others. This has to do with listening, reading and understanding, which are important skills for learning and growing in a job. The amount of listening and reading varies with each job. A library assistant, for example, will need communication skills more than a coil winder at a factory.

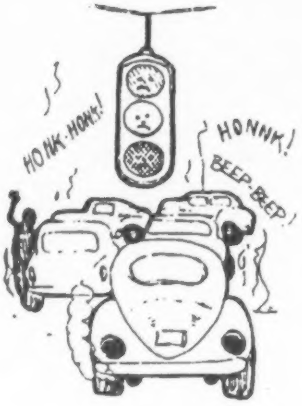
Knowing **numbers** and how to use them is required in most jobs. Math skills needed, however, can vary from simply reading numbers to adding a sales ticket to working with computers.

Many jobs also require very specialized skills or talents. Examples are the roofer who has good balance, the car mechanic who can easily look at parts and see the "whole," and the child care worker who enjoys children and working with people.



Jobs also vary according to the kind or method of required **training.** Some careers involve only on-the-job training, where workers learn more from experienced workers. Other careers require vocational or college educations.

Tools, special equipment and safety procedures are different with different jobs. The more specialized or hazardous the job, the more specialized the equipment and safety techniques will be. Requirements for a bricklayer are very different from those of an X-ray technician, for example.


HONK-HONK!
HONNK!
BEEP-BEEP!

The last common requirement deals with **location.** Workers have to be where the jobs are.

A person who wants to work on barges has to live near a river. A traveling salesperson has to be in a territory where people are interested in the product being sold. An oil rigger has to work where the oil wells are.

Some jobs require workers to move from town to town, or state to state, while others do not.

Handout 1: Entry-Level Jobs in Landscape Horticulture

Production Nursery

- Nursery Worker
- Propagator Crew Member
- Inventory Warehouse Worker
- Field Worker
- Equipment Maintenance
- Equipment/Truck Operator
- Shipping Clerk

Landscape Nursery

- Construction Worker
- Landscape Installer

Landscape Maintenance Firm

- Equipment Operator
- Pest Control Applicator
- Cemetery Worker
- Greens Keeper
- Grounds Keeper, Industrial/Commercial
- Grounds Keeper, Residential
- Grounds Keeper, Parks & Grounds
- Landscape Gardener
- Laborer, Landscape
- Tree Trimmer
- Lawn-Service Worker
- Athletic Turf Worker
- Sod Farm Grower
- Turf Installer (Sod)
- Equipment Maintenance Worker

Arboretum, Botanical and Horticultural Garden

- Gardener
- Laborer

Garden Center

- Yardman
- Sales Clerk
- Delivery Person
- Labeling/Display Clerk
- Warehousing Clerk
- Garden Center Worker

Handout 2: Entry-Level Jobs in Floriculture

Production

- Assistant Grower
- Flower Picker
- Flower Grader
- Delivery Person
- Greenhouse Worker

Garden Center

- Sales Clerk

Arboretum, Botanical and Horticultural Garden

- Greenhouse Worker
- Flower Specialist

Wholesale Commission Florist

- Sales Clerk
- Shipping Clerk
- Laborer

Retail Florist

- Sales Clerk
- Floral Arranger
- Designer
- Delivery Person

Interior Landscape Maintenance

- Interior Landscape Technician

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which two jobs interest you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference."

Cluster	**Number of jobs to select**
Agribusiness and Natural Resources	2

Jobs Selected	**Reference**
1.	
2.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check four job requirements for an Agribusiness/Natural Resources worker.

___ Work outdoors?
___ Be physically active?
___ Work with your hands?
___ Be challenged mentally?
___ Work with machines?
___ Work independently?
___ Work on a team?
___ Follow clear instructions?
___ Earn a lot of money?
___ Have a chance for quick promotion?
___ Have good benefits?
___ Travel in your work?
___ Work close to home?
___ Work regular hours?
___ Have a flexible schedule?
___ Have a variety of tasks?
___ Have supervisory power?
___ Express your own ideas?
___ Be a decision maker?

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:______________________________

Cluster:________________ Student name:________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:______________________________ Student name:__________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:______________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 2 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. Which is a typical activity for Agribusiness and Natural Resources workers?

__a. Check for disease or infection in animals
__b. Deliver letters and packages
__c. Never have to make management decisions
__d. Work indoors most of the time

2. What is meant by job benefits?

__a. Medical insurance, savings plans, career growth
__b. Skills needed for the job
__c. Education needed for the job
__d. When employees are their own bosses

3. Communication skills include all **except** which of the following?

__a. Relating to others
__b. Math skills
__c. Writing skills
__d. Speaking skills

4. What is meant by on-the-job training?

__a. You must know everything about the job before being hired.
__b. You will learn necessary skills after being hired.
__c. You will have to teach your boss the job.
__d. If you know too much, they won't hire you.

Lesson 3: Communications and Media

Learner Outcomes

#1. Identify jobs that make up the Communications and Media cluster.

#2. Explore two jobs in this cluster.

#3. Describe the job requirements of the jobs you have chosen.

#4. Describe the benefits of the jobs chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

#6. Compare each "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Jobs in the cluster

Since long ago, people have been interested in recording events and telling others about the events. Jobs in the Communications and Media cluster ensure that recording and telling will continue.

Some workers in this cluster are involved in research. They observe what is happening or find information related to what is happening.

Other workers write about the information. Sometimes they try to explain or interpret the information.

Editing is another duty within this cluster. Workers correct the written material and check it for accuracy and appearance.

The final duty involves production. These workers transmit the information to an audience through a variety of media.

#3: Job requirements

Training requirements vary greatly, as do the types of jobs within this cluster. Many jobs require a college education plus very good reading and writing skills. Other jobs, however, are technical and require on-the-job or specialized training.

Workers in communications and media will probably work with newspapers, magazines, telephone companies, movies, recording studios, radio or TV.

Workers in this cluster usually like to express their own ideas and be challenged by deadlines.

DO ASSIGNMENT SHEET 1

Handout 1: Jobs in Commercial and Graphic Arts

Broadcast Media

- Radio Announcer
- Television Programmer
- Camera Operator
- Television Program Assistant
- Film Editor

Commercial Communication

- Package Designer
- Pasteup Artist
- Sign Printer
- Free-Lance Commercial Illustrator
- Public Relations Director

Print Media

- Editorial Research Assistant
- Magazine Circulation Manager
- Newspaper Space Sales Worker

Industrial Communications

- Drafting Technician
- Mechanical Drafting Technician
- Cartographer
- Technical Illustrator
- Architect

Photography

- Commercial Photographer
- Portrait Photographer
- Industrial Photographer
- Darkroom Technician

Printing

- Typesetter
- Press Operator
- Silk Screen Printer
- Bindery Worker

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which two jobs interest you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Communications and Media	2

Jobs selected	**Reference**
1.	
2.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check five job requirements important to succeed as a Communications and Media worker.

___ Be challenged mentally?
___ Work with people?
___ Work with machines?
___ Work independently?
___ Work on a team?
___ Follow clear instructions?
___ Earn a lot of money?
___ Have a chance for quick promotion?
___ Have good benefits?
___ Travel in your work?
___ Work close to home?
___ Work regular hours?
___ Have a flexible schedule?
___ Be challenged by deadlines?
___ Have a variety of tasks?
___ Have supervisory power?
___ Express your own ideas?
___ Be a decision maker?
___ Do detailed work?

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:______________________________

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:______________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:_________________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:______________________________

Cluster:______________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 3 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. Which describes jobs in the Communications and Media cluster?

   __a. An unimportant cluster
   __b. Recording and telling current, past or future happenings
   __c. An area which requires no special training
   __d. Jobs in which you always work close to home

2. What does editing mean?

   __a. Writing an article
   __b. Doing a lot of research
   __c. Training someone for a job
   __d. Checking someone's work for accuracy and appeal

3. Which job is part of the Communications and Media cluster?

   __a. Printing press operator
   __b. Carpenter
   __c. Secretary
   __d. Highway inspector

4. Which would **not** be a likely employer for a job in Communications and Media?

   __a. Telephone company
   __b. Construction site
   __c. Newspaper publisher
   __d. Television station

5. Which describes jobs in this cluster?

   __a. Require a college education
   __b. Vary greatly in the training required
   __c. Require no formal training
   __d. Are boring and not challenging

Lesson 4: Construction

Learner Outcomes

#1. Identify jobs that make up the Construction cluster.

#2. Choose four jobs within this cluster to learn about.

#3. Describe the job requirements for the jobs you have chosen.

#4. Describe the benefits of the four jobs chosen.

#5. Complete a "Looking at a Career" form for the jobs you are learning about.

#6. Compare each of the "Looking at Myself" forms and indicate how well they match.

#1: Construction

Construction workers build new things and repair or modernize old things so they look and work like new. They build, repair and modernize many different kinds of structures: homes, buildings, highways, airports, bridges and so on.

Jobs in this cluster use a variety of materials and equipment. Workers might use wood, metal, insulation, paint, wires or pipes. It often takes specialized tools, machines or chemicals to work with such materials.

Some construction workers work in small or in dangerous places, such as on scaffolding or ladders. Often workers will find themselves doing their jobs in all kinds of weather. Sometimes, the seasons prevent them from doing as much as they would like (seasonal work).

Successful construction workers often show several characteristics. They have strength for lifting and carrying, plus coordination for bending, stooping and balancing. Often stamina is needed, especially when they are in one position for a long time.

Good judgment is necessary because workers often have to make decisions. Safe working habits are important, as they often deal with sharp tools and dangerous machines or working conditions.

DO ASSIGNMENT SHEET 1

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which four jobs interest you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Construction	4

Jobs selected	**Reference**
1.	
2.	
3.	
4.	

Other jobs I might want to study later:

1.
2.
3.
4.

Directions: Check five job requirements important to succeed as a Construction worker.

___ Work outdoors?
___ Be physically active?
___ Work with your hands?
___ Be challenged mentally?
___ Work with machines?
___ Work independently?
___ Work on a team?
___ Follow clear instructions?
___ Earn a lot of money?
___ Have a chance for quick promotion?
___ Have good benefits?
___ Travel in your work?
___ Work close to home?
___ Work regular hours?
___ Have a flexible schedule?
___ Be challenged by deadlines?
___ Have a variety of tasks?
___ Have supervisory power?
___ Express your own ideas?
___ Be a decision maker?
___ Do detailed work?

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:______________________ Student name:__________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title: ____

Cluster: ______________________________ Student name: ________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:______________________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 4 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. Which would **not** be a task of a construction worker?

__a. Modernize homes
__b. Build highways
__c. Spray trees for insects
__d. Build new homes

2. Which describes a construction work place?

__a. May be dangerous
__b. Indoors most of the time
__c. Routine and steady tasks
__d. Not affected by the weather

3. Which is a requirement for most construction workers?

__a. Good writing skills
__b. Strength and agility
__c. Work with ideas more than tools
__d. Usually work in the same location

4. Which job is part of the construction cluster?

__a. Bus driver
__b. Paper hanger
__c. Receptionist
__d. Printing press operator

Lesson 5: Environment

Learner Outcomes

#1. Identify jobs that make up the Environment cluster.

#2. Choose one job within this cluster to learn about.

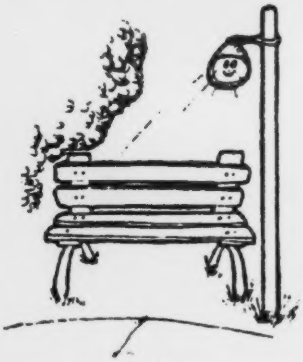
#3. Describe the job requirements for the job you have chosen.

#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Environment cluster



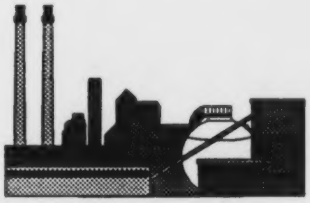
The word environment means the world in which we live--the land, air and water around us. People who have jobs within the Environment cluster care for our land, air and water.

Some workers, such as those who supervise waste and sewage removal or those who deal with pest control, help keep the environment healthy to live in. Street cleaners, snow removal crews and chimney sweeps are workers whose duties are to help keep our environment safe.

#2: Growth in this cluster

For a long time, pollution was accepted as the inevitable price to be paid for progress. Now people are discovering that there are ways of cleaning up what has been damaged and ways of preventing more damage.

Many people are needed to work in the growing fields of pollution control, conservation and energy development.



Pollution control creates jobs in several ways. First, workers are needed to **manufacture pollution control devices,** such as catalytic converters and stack gas scrubbers, and to build pollution control facilities, such as sewage treatment plants and hazardous waste disposal plants.

Second, people are needed to **monitor and clean up pollution.** Mining and refining companies and government agencies are hiring increasing numbers of air pollution control technicians, environmental technicians, meteorologists and engineers to monitor and control pollution levels.

The largest environmental problem today is waste disposal, especially hazardous wastes. Hazardous waste management is a growing field with perhaps a million workers needed to collect and safely dispose of industrial waste. Since leakage from land storage areas is causing further pollution, scientists are experimenting with new methods of disposal, such as high-temperature incineration and chemical neutralization.

Third, workers are needed to **identify issues and solve pollution problems.** For instance, pollution of beaches by medical waste highlights the effects of pollution on local economies. Environmentalists work to help prevent this type of situation from recurring.

Conservation involves the restrained use of natural resources, such as mineral, water, timber and topsoil, and the protection of wildlife and wilderness areas. Early conservationists established state and national parks, forests and wildlife refuges. These sites now employ conservation officers and game wardens, botanists, wildlife managers, foresters and rangers.

Workers are needed to develop alternative energy sources. Alternative energy is important because of problems connected with supplying enough fossil fuels and pollution problems associated with these fuels.

Often jobs in this cluster make sure that the natural resources we have now are used wisely. They also care for those resources so that the environment will be liveable in the future.

Examples of such jobs are: recycling and purifying water, overseeing landfill operations, conversion of natural resources and planning the least destructive use of the resources we do use.

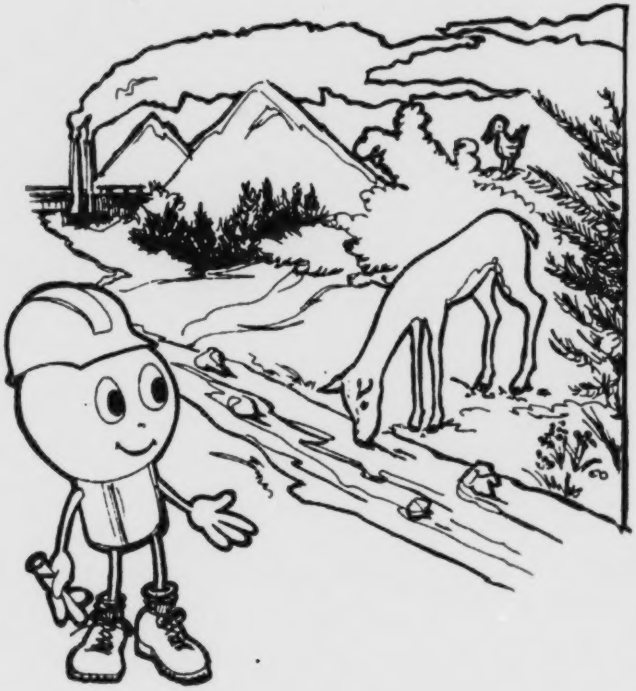
#3: Requirements

Workers in the Environment cluster usually like to work outdoors. They should be able to work alone or in a group. Because their jobs usually require a lot of planning, they feel good when everything is in order. Other important traits of the environment worker are seeing a job to its end and having patience until the job is finished.

DO ASSIGNMENT SHEET 1.

Handout 1: Jobs in the Environment Cluster

- Develop alternative energy sources
- Maintain state and national forests, parks and wildlife refuges
- Restrain use of natural resources
- Manage waste disposal
- Build pollution control facilities
- Monitor pollution and clean-up
- Manufacture pollution control devices



Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which job interests you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Environment	1

Job selected	**Reference**
1.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check four requirements that would be important if you worked in the Environment cluster.

____ Work outdoors?
____ Be physically active?
____ Work with your hands?
____ Be challenged mentally?
____ Work with machines?
____ Work independently?
____ Work on a team?
____ Follow clear instructions?
____ Earn a lot of money?
____ Have a chance for quick promotion?

____ Have good benefits?
____ Travel in your work?
____ Work close to home?
____ Work regular hours?
____ Have a flexible schedule?
____ Have a variety of tasks?
____ Have supervisory power?
____ Express your own ideas?
____ Be a decision maker?
____ Enjoy doing research?
____ Have patience?

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____________________

Cluster:________________ Student name:________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:__________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:____________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $_____, top $_____					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 5 Review

Directions: For each question, place a check mark on the line in front of the **best** answer.

1. What do jobs in the Environment cluster deal with?

__a. Land, air and water
__b. Building high-rise buildings
__c. Personal grooming
__d. Interior decorating

2. What duties might an environmental worker do?

__a. Snow removal
__b. Cleaning chimneys
__c. Pollution control
__d. All of the above

3. What is the largest environmental problem today?

__a. Restrained use of natural resources
__b. Developing alternative energy sources
__c. Waste disposal
__d. None of the above

4. Which is a job in the environmental cluster?

__a. Pest control technician
__b. Emission control technician
__c. Sanitary engineer
__d. All of the above

5. Which is **not** a requirement for an environmental worker?

__a. Liking outdoor work
__b. Liking to work indoors
__c. Liking things in order
__d. Working alone or in a group

Lesson 6: Fine Arts and Humanities

Learner Outcomes

#1. Identify jobs that make up the Fine Arts and Humanities cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements of the job you have chosen.

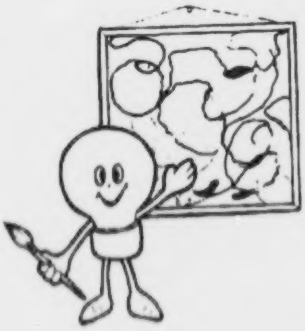
#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Fine Arts and Humanities cluster

People in these jobs express their ideas and emotions in a creative and very personal way. Some workers use their talent to say something about the condition of our world, while other workers may provide entertainment.



#2: Jobs in Fine Arts and Humanities

Workers in the performing arts include actors, singers, dancers, magicians, gymnasts, figure skaters and many others.

This cluster also includes workers in design careers. These people use visual elements such as light, space, color and texture to communicate the effect they want. In this cluster there are artists who paint mainly to express a feeling, and there are artists who create or design objects that serve a more practical purpose.

Workers in design careers include painters, sculptors, artists, photographers, floral designers, architects and many others.

Jobs in the clergy are also part of this cluster. Ministers, pastors, youth ministers and priests need a compelling sense that working for the betterment of humanity should be their life's work. They must be examples of high moral and ethical standards and conduct personal counseling.

The clergy need the ability to command a group's attention and to inspire others. Creativity in communicating ideas is also helpful.

#3: Requirements

Imagination, creativity and talent are required for careers in this cluster.

DO ASSIGNMENT SHEET 1

Handout 1: Fine Arts and Humanities

Writing

- Composer
- Fiction Writer
- Instructional Designer
- Script Writer

History or Philosophy

- Minister
- Priest
- Pastor
- Music Leader

Drawing

- Artist
- Cartoonist
- Commercial Artist
- Computer Artist
- Textile Designer
- Art Director

Acting/Performing

- Model
- Stage Hand
- Dancer
- Film Editor
- Lighting Technician
- Camera Operator
- Director
- Musician
- Producer
- Singer
- Sound Technician

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which job interests you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Fine Arts and Humanities	1

Job selected	**Reference**
1.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check four job requirements that would be important for a Fine Arts and Humanities worker.

___ Freedom of expression
___ Flexible schedules
___ Long hours
___ Work away from home
___ Work in own home
___ Supervisory traits
___ Take orders from others
___ Be challenged mentally
___ Work with people
___ Work on a team
___ Follow clear instructions
___ Have a chance for quick promotion
___ Travel
___ Be challenged by deadlines
___ Be a decision maker
___ Do detailed work

## Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:____________________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:____________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 6 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. In which cluster are actors, singers, dancers and gymnasts?

__a. Health
__b. Communications and Media
__c. Fine Arts and Humanities
__d. Homemaking

2. What do Fine Arts and Humanities workers have in common?

__a. Reporting the facts
__b. Designing homes
__c. Conserving energy
__d. Expressing ideas and emotions

3. What do some Fine Arts and Humanities workers work with?

__a. Metal, wood and steel to build homes
__b. Light, space, color and texture to communicate
__c. Animals, plants and minerals
__d. People to teach them factual information

4. In which cluster are people who work on a church staff?

__a. Communications and Media
__b. Public Service
__c. Fine Arts and Humanities
__d. Personal Service

5. Which is **not** important for Fine Arts and Humanities workers?

__a. Interested in people
__b. Like working in their own homes
__c. Able to express themselves in various ways
__d. Don't mind working long hours

Lesson 7: Health

Learner Outcomes

#1. Identify jobs that make up the Health cluster.

#2. Select one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

According to the Bureau of Labor Statistics, 12 of the 20 fastest-growing occupations are in health care. Here's how much each job is expected to grow by the year 2000.

Medical assistants	90%
Physical therapists	87%
Physical therapy aides	82%
Home health aides	80%
Podiatrists	77%
Medical records technician	75%
Radiologic technicians	65%
Dental hygienists	63%
Dental assistants	57%
Physicians' assistants	57%
Occupational therapist	52%
Optometrists	49%

#1: Health cluster

There is a very wide range of jobs within the health cluster: doctors, nurses, technicians, orderlies, aides, pharmacists, researchers, business managers and so on. Workers within this cluster can have many different interests.

They could enjoy running machines and handling equipment, or they could prefer working with people. Some workers are interested in numbers and scientific facts, while others enjoy running a business. Those who are interested in public health issues could work with epidemic control and the safety and use of new medicines and new products.

The places where health care workers are found are also varied. Of course, there are medical centers such as hospitals, clinics, mental health centers, rehabilitation centers, private offices and health agencies. Health cluster workers are also employed in residential places such as nursing homes, homes for the disabled and even the patient's home.

Many corporations, businesses and schools hire health care workers to care for their employees or students. In addition, these workers test the safety of the company's products.

#3: Job requirements

Some of the skills used in this cluster are similar. Most jobs require a background in science and math, and many need workers who can get along well with other people. Good manual dexterity (the ability to work well with your hands) is also often needed.

Workers who have jobs related to life and death situations must be able to work well under pressure and be self-motivated, even when they feel tired or pressured. Having a positive outlook is also important to help offset the slowness of progress that is often present.

DO ASSIGNMENT SHEET 1

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which job interests you the most. Fill in the spaces below with the necessary information.

Cluster	**Number of Jobs to Select**
Health	1

Job selected	**Reference**
1.	

Other jobs I might want to study later:

1.
2.
3.
4.

Directions: Check four job requirements that are important to a health care worker.

___ Work with your hands
___ Be challenged mentally
___ Work with people
___ Work with machines
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Be challenged by deadlines
___ Have a variety of tasks
___ Have supervisory power
___ Be a decision maker
___ Do detailed work
___ Retain self-control under pressure

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:________________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:_________________________ Student name:_____________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:______________________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 7 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. Which describes health care jobs?

__a. Being phased out
__b. Very plentiful
__c. Limited in variety
__d. Not easy to get

2. What is the primary function of a health care worker?

__a. Research
__b. Care of the sick and disabled
__c. Educating personnel and the public
__d. Health promotion

3. Where are health care workers most likely to work?

__a. Construction sites
__b. TV stations
__c. Hospitals
__d. Private homes

4. Which job requirement is important for many health workers?

__a. Get along well with people
__b. Creativity and imagination
__c. Like working outside
__d. Like working alone

5. Which is a job benefit for health workers?

__a. Similar tasks
__b. 9:00 to 5:00 work shifts
__c. Different work locations
__d. Very little pressure

Lesson 8: Homemaking

Learner Outcomes

#1. Identify jobs that make up the Homemaking cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Homemaking cluster

Jobs within the Homemaking cluster deal with individual families and private homes. Some workers live at their employer's home, while others stay there only during working hours. It is not uncommon for nannies, maids or butlers to live with their employers.

Jobs within this cluster center around caring for families and where they live. Workers can be responsible for taking care of the house, yard and furnishings; decorating the home; cleaning and caring for clothing; planning and preparing the family's meals; or caring for the children.

#3: Requirements

People who have jobs in this cluster often have qualities in common. Since they usually have to work on their feet for a long time, they must have physical strength. Getting along with people and being really interested in them is also important.

Workers need to be able to do things by themselves (self-motivated). And they have to pay attention to details and do a careful, complete job.

The training for Homemaking jobs can be received on the job or in homemaking classes at school. Often, companies will have their own classes for workers to attend.

Many workers who have jobs in this cluster will use their homemaking experiences as training for future jobs.

DO ASSIGNMENT SHEET 1

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which job interests you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Homemaking	1

Job selected	**Reference**
1.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check those requirements which you think are most important for a Homemaking worker.

___ Work alone
___ Accept responsibility
___ Attend to detail
___ Travel
___ Have a variety of tasks
___ Work regular hours
___ Express own ideas
___ Be a decision maker
___ Have a chance for quick promotion
___ Be challenged physically
___ Make a lot of money
___ Be challenged mentally
___ Have good benefits
___ Work close to home
___ Have a flexible schedule

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____________________________________

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:____________________ Student name:____________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:______________________________

Cluster:______________________________ Student name:__________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 8 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. Jobs that deal with individual families and private homes are part of which cluster?

__a. Homemaking
__b. Arts and Humanities
__c. Agribusiness
__d. Communications and Media

2. What do Homemaking employees care for?

__a. House
__b. Yard
__c. Decorating a home
__d. All of the above

3. What do jobs in Homemaking involve?

__a. Care of pets
__b. Care of yards
__c. Financial advice
__d. All of the above

4. What is one benefit of a job in the Homemaking cluster?

__a. You make your own working hours.
__b. Training can be gained while on the job.
__c. You don't have to deal with people.
__d. It is a simple desk job.

Lesson 9: Hospitality and Recreation

Learner Outcomes

#1. Identify jobs that make up the Hospitality and Recreation cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

Hospitality and Recreation

Hospitality and Recreation jobs involve doing things for others while they are on trips or recreational outings. Workers see to the comfort, convenience and amusement of their customers.

Even though jobs in this cluster vary from ticket taker to tour guide to playing Santa Claus, there are personal characteristics that are common to most workers. They enjoy helping people and they have good communication skills.

Workers need to be able to organize and direct other people in a respectful way. Since they often deal with the public, they need to look neat, clean and friendly, and be polite and helpful.

The training required varies for different jobs. Some employees get on-the-job training, while other employees learn through company-sponsored courses. Besides these, special courses are sometimes offered through private businesses or public education programs.

DO ASSIGNMENT SHEET 1

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which job interests you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Hospitality and Recreation	1

Jobs selected	**Reference**
1.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check those items that are important to Hospitality and Recreation workers.

___ Work outdoors
___ Be physically active
___ Work with your hands
___ Be challenged mentally
___ Work with people
___ Work with machines
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits
___ Travel in your work
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Have a variety of tasks
___ Have supervisory power
___ Be a decision maker
___ Do detailed work
___ Use communication skills

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:______________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____________________________________

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:______________________________

Cluster:______________________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 9 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. What do Hospitality and Recreation jobs involve?

__a. Providing people with necessities
__b. Buying and selling products
__c. Doing things for others while they are on trips
__d. Keeping businesses and organizations running smoothly
__e. All of the above

2. Which are Hospitality and Recreation jobs?

__a. Cruise director
__b. Tour guide
__c. Ticket taker
__d. Travel agent
__e. All of the above

3. Where might hospitality workers go to get a job?

__a. Amusement parks
__b. Construction sites
__c. Department stores
__d. Post offices
__e. All of the above

4. What should a recreation worker like to do?

__a. Physical activity
__b. Working with people
__c. Variety of tasks
__d. All of the above

5. What do Hospitality and Recreation workers need?

__a. Organizational skills
__b. To be neat, clean and friendly
__c. Good communication skills
__d. All of the above

Lesson 10: Manufacturing

Learner Outcomes

#1. Identify jobs that make up the Manufacturing cluster.

#2. Choose two jobs within this cluster to learn about.

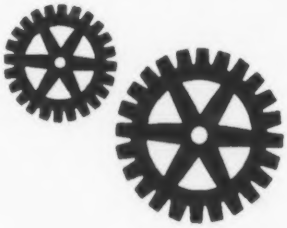
#3. Describe the job requirements for the jobs you have chosen.

#4. Describe the benefits of the two jobs chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare each of the "Looking at a Career" forms to the "Looking at Myself" form and indicate how well they match.

#1: Manufacturing Cluster Jobs



Manufactured goods provide people with necessities, such as food, housing and clothing. Other manufactured goods are conveniences, such as telephones and microwave ovens. Recreation and entertainment (books, video games and compact disc players) are still more examples. Without the goods produced by people in manufacturing, modern life would come to a halt.

The Manufacturing cluster contains a large variety of jobs, all working to produce things. Some workers prepare the raw materials, while others create the machines and tools.

Then there are workers who operate the machines and workers to package the final product for shipment.

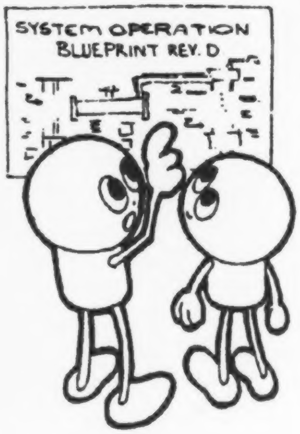
Machine operators make up the almost half of all manufacturing workers. Their tasks range from basic to highly skilled. They may operate sewing machines or use machine tools. Most machine operators receive training on the job.

More and more machine workers are finding that robots can do jobs previously done by people. Robots can reduce labor costs, eliminate dangerous jobs, increase productivity, and improve product quality and flexibility. For these reasons, the robotics field is fast growing and a top-dollar job in manufacturing.

#3: Job Requirements

People in manufacturing jobs usually are interested in machines and have mechanical ability. They work very well with their hands and enjoy working with details.

Some workers also need to imagine what a product will look like just by seeing a drawing. Some manufacturing jobs take physical strength and the ability to work in unpleasant or difficult locations.



Since there are many different manufacturing jobs, there are also many ways to obtain training. A worker can go to college or vocational-technical schools to learn the needed skills.

Many workers go through an apprenticeship program where they learn their skills on the job from more experienced workers. Workers go to classes organized by the company or by the union.

Conclusion

Manufacturing today is in an uncertain position. In some manufacturing areas, innovations have meant more jobs, cleaner factories and more available products. In others, the same innovations have meant idle factory towns and the migration of factory workers to regions with more jobs.

Many companies are committed to retraining and relocating workers or diversifying job tasks, rather than laying off employees.

The rebuilding of American manufacturing will be up to workers who are willing to learn, change and adapt.

DO ASSIGNMENT SHEET 1.

Handout 1: Alternative Work Styles in Manufacturing

Shift Work

Shift work allows a manufacturing company to operate around-the-clock. Also, it can allow workers to select hours suited to their needs. The day is divided into blocks of time (usually eight hours) known as shifts. Workers doing shift work include:

- assemblers
- blacksmiths
- boiler tenders
- electroplaters
- quality control inspectors
- production supervisors

Consulting

Consultants provide services for one or more clients. They can be employed by one client on a long-term basis, or they may work for several clients at once on individual projects. Consultants should have a special skill to offer. They may have to spend time looking for clients and assignments. Workers involved in consulting include:

- industrial designers
- industrial engineers
- labor relations specialists

Flextime

Flextime allows workers to adjust work hours to suit personal needs. The total number of hours in the week remains the same. Flextime can also mean a change in workdays, such as four 10-hour days or six short days. Workers on flextime schedules include:

- machine tool operators
- industrial upholsterers
- instrument makers
- production painters
- machinists
- boilermakers

Temporary Employment

These workers often receive their assignments through temporary employment agencies. They work for firms that require additional help on an occasional basis. They receive an hourly rate of pay for the time they work. Assignments differ in length and location, offering some variety. Temporary workers include:

- assemblers
- machine tool operators
- production painters
- boiler tenders

Handout 2: Manufacturing Creates Machines and Tools

Prepare raw materials

- Blacksmith
- Cutting/slicing machine setter operator
- Jeweler/silversmith
- Precision woodworker

Packing and shipping

- Hand packager
- Quality control inspector
- Production supervisor

Create machines and tools

- Assembler
- Electrical/Electronics engineering technologist
- Electrical/Elec-tronics engineer
- Mechanical engineering technician
- Mechanical engineer
- Millwright
- Precision instrument repairer
- Tool and die maker
- Machinist
- Instrument maker
- Industrial designer
- Industrial engineer
- Manufacturing engineer

Machine operators

- Industrial machinery mechanic
- Machine feeder offbearer
- Machinery maintenance worker
- Peripheral equipment operator
- Sheet metal worker
- Sewing machine operator
- Welder/cutter
- Machine tool operator

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which jobs interest you the most. Fill in the spaces below with the necessary information.

Cluster	**Number of jobs to select**
Manufacturing	4

Jobs selected	**Reference**
1.	
2.	
3.	
4.	

Other jobs I might want to study later:

1.
2.
3.
4.

Directions: Check those items that are important to a Manufacturing worker.

___ Sometimes work in unpleasant places
___ Like working alone
___ Often go through an apprenticeship
___ Like working with details
___ Often belong to a union
___ Physical skill
___ Like travel
___ Able to visualize from a drawing
___ Have a variety of tasks
___ Have a flexible schedule
___ Do detailed work
___ Earn a lot of money
___ Be challenged mentally
___ Work with machines

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title: ____________________

Cluster: ____________________ Student name: ____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:__________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:____________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 10 Review

Directions: For each question, place a check mark on the line in front of the answer.

1. Which describes the Manufacturing cluster?

   __a. Provides very little service for people
   __b. Provides people with housing
   __c. Unimportant in today's society
   __d. Offers a large variety of jobs

2. What interests do people in manufacturing jobs usually have?

   __a. People
   __b. Machines
   __c. Animals
   __d. Natural resources
   __e. None of the above

3. What do manufacturing jobs require?

   __a. Mechanical ability
   __b. Physical strength
   __c. Working with details
   __d. All of the above

4. Which describes a manufacturing worker's job?

   __a. Sometimes have to work in unpleasant places
   __b. Have a variety of tasks
   __c. Often belong to a union
   __d. Often go through an apprenticeship
   __e. All of the above

Lesson 11: Marine Science

Learner Outcomes

#1. Identify jobs that make up the Marine Science cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

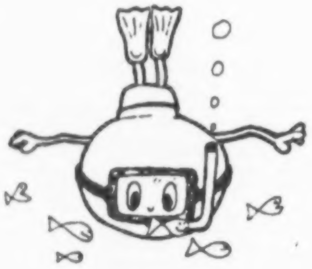
#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Marine Science Jobs

The word "marine" describes what this cluster is about--jobs that are in, around and about water. Jobs in this cluster can be found near lakes, reservoirs, rivers and oceans.



Some Marine Science jobs involve the study of water and sea life. From what these workers have learned, they develop methods of forecasting the weather, set up better fisheries and create new ways of mining the ocean's resources.

Other workers in the Marine Science cluster care for our waterways. They help with flood control and the clearing of channels. These workers also care for the plants and animals that live in the waterways.

Many jobs in this cluster involve keeping transportation on the waterways. Some workers run the boats, ships and barges, while other workers control or assist water traffic.

The list below gives a sampling of jobs available in Marine Science.

Barge Worker
Cook/Steward
Stevedore
Cabin Attendant
Deck Hand
Water Tender/Firer
Fisherman
Ocean Technician
Marine Scientist
Marine Biologist
Marine Photographer
Oceanographer

DO ASSIGNMENT SHEET 1

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which job interests you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Marine Science	1

Job selected	**Reference**
1.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check characteristics that a Marine Science worker should have.

___ Be physically active
___ Work with your hands
___ Be challenged mentally
___ Work with people
___ Work with machines
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Be challenged by deadlines
___ Have a variety of tasks
___ Have supervisory power
___ Be a decision maker
___ Do detailed work
___ Concerned about the environment
___ Like working around water
___ Like plants

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____________________________________

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:______________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:____________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 11 Review

Directions: Mark a T before true statements and an F before false ones.

___ 1. Marine Science jobs are found around water.

___ 2. Methods of forecasting the weather were developed by marine scientists.

___ 3. Mining the ocean's resources is **not** a part of the Marine Science cluster.

___ 4. Water traffic is controlled by Marine Science workers.

___ 5. Marine Science workers are unconcerned with the environment.

___ 6. Workers in Marine Science like plants and water life.

___ 7. Working close to home is a benefit of being a marine scientist.

___ 8. Flood control is a duty of the Marine Science worker.

___ 9. Often, Marine Science workers are on the water for long periods of time.

___ 10. A deck hand is considered part of the Marine Science cluster.

Lesson 12: Marketing and Distribution

Learner Outcomes

#1. Identify jobs that make up the Marketing and Distribution cluster.

#2. Choose two jobs within this cluster to learn about.

#3. Describe the job requirements for the two jobs you have chosen.

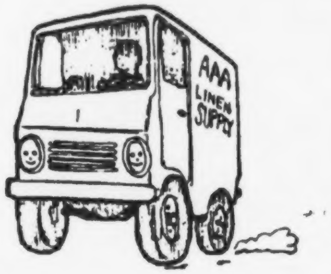
#4. Describe the benefits for each of the jobs chosen.

#5. Complete a "Looking at a Career" form for each of the jobs you are learning about.

#6. Compare each "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Marketing and Distribution

Workers who have jobs in this cluster buy and sell a wide range of products, including food, clothing, real estate, insurance, automobiles, furniture and so on.



Buyers or sales staff may work in stores, travel for companies or be in business for themselves.

Marketing and Distribution workers may buy and sell for retail trade (that is, for the general public). Or they may buy and sell for wholesale trade.

Think about jobs in the Marketing and Distribution cluster. If you need help determining these jobs, use the Career Learning Center resources.

Which of these jobs would interest you?

Are there any other jobs that might fit into this cluster?

DO ASSIGNMENT SHEET 1.

Handout 1: Marketing and Distribution

Advertising

- Marketing Research
- Packaging
- Distribution
- Display Workers
- Retail Butchers
- Advertising Managers
- Stocker
- Pricer
- Packer

Sales

Direct

- Real Estate Agent
- Telemarketing
- Insurance Agent
- Party Plans and Home Sales
- Vending Machine Route Worker
- Sales Demonstrators
- Door-to-Door Sales
- Auctioneer

Retail
(takes place in a store)

- Department Store
- Supermarket
- Specialty Store
- Outlet Store
- Sales Demonstrations
- Cashier

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which two jobs interest you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Marketing and Distribution	2

Jobs selected	**Reference**
1.	
2.	

Other jobs I might want to study later:

1.
2.
3.
4.

Directions: Check those items that are important for a Marketing & Distribution worker.

___ Be challenged mentally
___ Work with people
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits
___ Travel in your work
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Be challenged by deadlines
___ Have a variety of tasks
___ Have supervisory power
___ Express your own ideas
___ Be a decision maker
___ Do detailed work

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:______________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:_______________________ Student name:__________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:________________________________ Student name:__________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:________________________ Student name:____________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 12 Review

Directions: Mark a T before true statements and an F before false ones.

___ 1. Marketing workers are involved with the buying and selling of products.

___ 2. Marketing workers work outdoors mostly.

___ 3. An insurance salesperson is a marketing worker.

___ 4. Marketing workers work in stores or can be in business for themselves.

___ 5. Marketing workers never have to communicate with other people.

___ 6. Marketing workers need to be able to work independently.

___ 7. Travel may often be required in Marketing and Distribution jobs.

___ 8. Marketing people have to make decisions.

___ 9. Marketing includes both advertising and sales.

Lesson 13: Office Technology

Learner Outcomes

#1. Identify jobs that make up the Office Technology cluster.

#2. Choose one job within this cluster to learn about.

#3. Describe the job requirements for the job you have chosen.

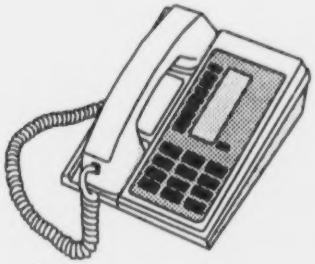
#4. Describe the benefits of the job chosen.

#5. Complete a "Looking at a Career" form for the job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Office Technology Jobs

Office workers do a wide range of jobs that keep businesses and organizations running smoothly every day.



Almost one-third of the U.S. work force is employed in administration, business and office work.

Every business or governmental agency needs a variety of people to handle the administrative and clerical work. Among other things, these workers pay the bills, deal with correspondence and orders, maintain files and make decisions about the way the organization should be run.

The office may range in size from one part-time bookkeeper to a staff of thousands. But every organization--from a shoe factory to a hospital--needs people to deal with day-to-day administrative details.

The office of today needs clerks, bookkeepers, secretaries, word processors, programmers and tape librarians.

Clerical workers in the Office Technology cluster keep records, maintain and organize files, type and operate office machines. They may do research, write reports, keep accounting records or process the company payroll. They may be asked to edit and proofread training manuals and to train other office workers.

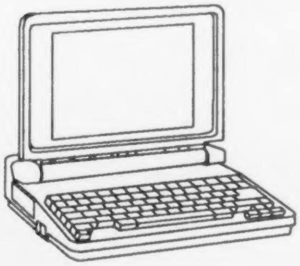
#3: Job Requirements

Workers with professional or technical duties often give advice to customers, prepare and analyze financial reports, design computer systems, arrange for bank loans and so on. Such tasks require initiative, judgment and creativity. Office workers' jobs have become more challenging and more interesting.

All office technology jobs have some skills in common. Workers should be able to pay close attention to detail. They should have good judgment and be able to communicate with others.

Professional or technical workers need to be able to analyze data and solve problems. Each job, however, has its own specialized skills, such as typing, shorthand, filing, entering data, understanding financial systems and so on.

New office machines and equipment have created entirely new jobs.



The computer age has eliminated some jobs while creating others. Many people are needed to set up computer systems and keep them going. These workers include programmers, systems analysts and data processing managers.

In general, automation has upgraded the status and image of office workers. Their duties have become more challenging, they operate sophisticated electronic machines and they perform many administrative tasks that call for independent decision-making.

Today's workers need to remain flexible and look upon retraining as an exciting opportunity to learn new skills.

DO ASSIGNMENT SHEET 1.

Handout 1: Office Technology

Entry Level

- Receptionist
- Credit Collector
- Office Machine Technician
- Bookkeeper
- File Clerk
- Credit Authorizer
- Stenographer
- Data Entry Operator
- Word Processor
- Payroll Clerk

Specialized Training

- Computer Operator
- Computer Programmer
- Computer Service Technician
- Computer Software Writer
- Tax Preparer
- Employment Agent
- Claims Adjuster
- Medical Records Administrator
- Personnel Recruiter

Advanced Training

- Accountant
- Auditor
- Computer Consultant
- Controller
- Systems Analyst
- Underwriter
- Financial Planner
- Investment Banker

Where Are Secretarial Jobs Found?

Schools • Banks • Attorney's Offices • Insurance Companies • Medical and Dental Offices

Handout 2: Alternative Work Styles in Business and Technology

Telecommuting

Allows employees to work at home on a computer that is connected to another in the office; good opportunities for people with disabilities or parents of small children

Jobs:
*computer programmers
*insurance underwriters
*tax preparers
*financial analysts
*computer operators
*operations research analysts

Free-lancing

Paid for each assignment on an hourly basis or at a fixed rate

Jobs:
*typists
*accountants
*systems analysts
*computer consultants
*bookkeepers
*tax preparers
*office planners
*training specialists

Job Sharing

Allows two or more people to hold one full-time position

Jobs:
*secretaries
*teletypists
*administrative assistants
*correspondence clerks
*data processing printer operators
*office machine servicers

Flex-time

May adjust work hours to suit personal needs

Jobs:
*receptionists
*file clerks
*mail clerks
*claim adjusters
*employment agents
*data entry operators

Temporary Employment

Usually hired through temporary employment agencies

Jobs:
*secretaries
*word processors
*messengers
*computer programmers

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which job interests you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Office Technology	1

Jobs selected	**Reference**
1.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check characteristics that an Office Technology worker should have.

___ Be challenged mentally
___ Work with people
___ Work with machines
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits

___ Travel in your work
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Be challenged by deadlines
___ Have a variety of tasks
___ Have supervisory power
___ Express your own ideas
___ Be a decision maker
___ Do detailed work

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:_______________________ Student name:_______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:____________________________________ Student name:__________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 13 Review

Directions: Mark a T before true statements and an F before false ones.

___ 1. Office jobs account for almost one-third of the work force in the United States today.

___ 2. Clerks, bookkeepers, secretaries, programmers and word processors are all part of the Office Technology cluster.

___ 3. Duties of an office worker might include preparing and analyzing financial reports and arranging for bank loans.

___ 4. Office workers do **not** have to bother with details.

___ 5. Communication skills are **not** important to the Office Technology worker.

___ 6. Office workers must do a wide range of jobs.

___ 7. Office workers are often challenged mentally.

___ 8. Office workers must be able to follow instructions carefully.

___ 9. Flex-time means working from 9:00 to 5:00 each day.

___ 10. Free-lancers are paid for each assignment on an hourly basis or at a fixed rate.

Lesson 14: Personal Services

Learner Outcomes

#1. Identify jobs that make up the Personal Services cluster.

#2. Choose four jobs within this cluster to learn about.

#3. Describe the job requirements for the jobs you have chosen.

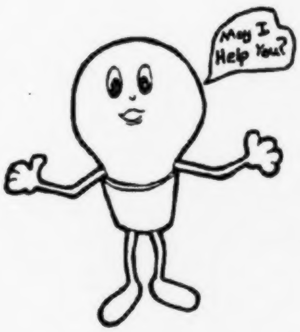
#4. Describe the benefits of the four jobs chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Personal Services Jobs

Workers in the Personal Services cluster make life easier and more pleasant for others. They do things that people cannot do for themselves or that people do not want to do for themselves.


May I Help You?

Many of these jobs fall into three different categories. There are jobs that involve **food,** such as those in grocery stores or restaurants. There are jobs that take care of **cleaning:** cleaning clothes, homes, businesses and so on. Other workers care for **people or things.** This includes caring for hair, pets, children, furniture and so on.

#3: Job Requirements

Personal Service workers care about people and enjoy helping them. Successful workers also have good public relations skills--they can talk and get along easily with people.

Workers need physical strength since they sometimes carry heavy things or stand for a long time. Of course, workers must show skill in their jobs so that people will want to hire them.

DO ASSIGNMENT SHEET 1.

Handout 1: Personal Service Workers

Personal Service workers specialize in helping with everyday problems.

- I got off work at 5 p.m. and have a meeting at 5:30. What can I do about dinner?
- I've lost weight and my clothes don't fit. Who can alter them for me?
- Who will care for my invalid father while I am on a business trip?
- Who will pick up my little girl from school while I am at work?
- Who will care for my infant son while I earn a living?
- Who will take care of my dog while I am on vacation?
- Since my arm is broken, who will fix my hair?
- Who will keep our business clean?

Handout 2: Personal Service Cluster

Food

Manager
Owner
Assistant Manager
Food Production Manager
Personnel Director
Dietitian
Executive Chef

Food Service Operations Supervisor
Storeroom Supervisor
Food Service Kitchen Supervisor
Chef

Purchasing Agent
Butcher
Baker
Second Cook
Breakfast Cook
Vegetable Cook
Broiler Cook
Host/Hostess
Checker/Cashier

Dishwasher
Bus Person
Kitchen Helper
Fountain Person
Salad Person
Baker's Assistant
Fry Cook
Waiter/Waitress

Cleaning

Homes
Maid
Butler
Rug/Carpet Cleaner

Clothes
Laundry Worker
Dry Cleaner

Business
Custodian
Janitor
Pest Control
Waste Disposal
Grounds Keeper

People or Things

Barber
Cosmetologist
Shoe Repairer
Swimming Pool Service
Floral Designer
Child Care Provider

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which four jobs interest you the most. Fill in the spaces below with the necessary information.

Cluster	**Number of jobs to select**
Personal Services	4

Jobs selected	**Reference**
1.	
2.	
3.	
4.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check items which are characteristics of the Personal Services worker.

___ Work with your hands
___ Be challenged mentally
___ Work with people
___ Work with machines
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits
___ Travel in your work
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Have a variety of tasks
___ Have supervisory power
___ Be a decision maker
___ Do detailed work

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

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Looking at a Career

Job title:____

Cluster:____________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 14 Review

Directions: Mark a T before true statements and an F before false ones.

___ 1. Workers in the Personal Services cluster make life easier and more pleasant for other people.

___ 2. People hire Personal Services workers because it is often more convenient to hire someone else to do some jobs.

___ 3. Personal Services includes jobs that take care of cleaning, food and people.

___ 4. Good public relations skills are **not** important to Personal Services workers.

___ 5. Personal Services workers have a variety of tasks.

___ 6. Personal Services workers usually have a chance for quick promotions.

___ 7. Sometimes, Personal Services workers live with their employers.

___ 8. Personal Services workers are more likely to work with machines on an assembly line than with people.

___ 9. Physical strength is often needed by Personal Services workers.

___ 10. A cosmetologist is a Personal Services worker.

Lesson 15: Public Service

Learner Outcomes

#1. Identify jobs that make up the Public Service cluster.

#2. Choose two jobs within this cluster to learn about.

#3. Describe the job requirements of the two jobs you have chosen.

#4. Describe the benefits of the two jobs chosen.

#5. Complete a "Looking at a Career" form for each job you are learning about.

#6. Compare the "Looking at a Career" form to the "Looking at Myself" form and indicate how well they match.

#1: Public Service Occupations

Workers in the Public Service cluster serve or do things for the general public. Since their duties are specialized, on-the-job training is required.

These jobs include teaching, police work, postal work or social services.

Workers can be employed by utilities such as the telephone, water, gas and electric companies. Workers also might work for city, county, state or federal governments. The third source of employment is with private businesses who serve the general public.

DO ASSIGNMENT SHEET 1.

Handout 1: Public Service

Government

(city, county, state and federal)

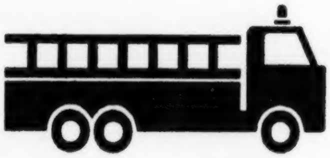
- Teacher
- Librarian
- Meter Reader
- Police Officer
- Fire fighter
- Refuse Worker
- Social Worker
- Armed Services Officer
- Postal Service Employee
- Crime Lab Technician
- Highway Maintenance Worker

Private

- Lawyer
- Religious (Clergy)
- Security Guard
- Marriage/Family Counselor
- Corporate Legal Assistant
- Geriatric Aide

Utilities

- Telephone Worker
- Electric Worker
- Power Plant Worker
- Water Worker
- Gas Worker



Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which two jobs interest you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Public Service	2

Jobs selected	**Reference**
1.	
2.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check the items which are characteristics of the Public Service worker.

___ Be challenged mentally
___ Work with young people
___ Provide a public service
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits
___ Travel in your work
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Be challenged by deadlines
___ Have a variety of tasks
___ Have supervisory power
___ Express your own ideas
___ Be a decision maker
___ Do detailed work

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:_______________________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $_______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:________________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 15 Review

Directions: Mark a T before true statements and an F before false ones.

___ 1. Teaching, police work, postal work and social services work are all considered part of the Public Service cluster.

___ 2. Public Service workers provide services for the general public.

___ 3. A person could **not** go to a utility company to get a public service job.

___ 4. City, county, state or federal governments are all considered Public Service employers.

___ 5. Some Public Service workers are actually paid by private businesses.

___ 6. A refuse worker is part of the Public Service cluster.

___ 7. Firemen are **not** part of the Public Service cluster.

Lesson 16: Transportation

Learner Outcomes

#1. Identify jobs that make up the Transportation cluster.

#2. Choose four jobs within this cluster to learn about.

#3. Describe the job characteristics for the jobs you have chosen.

#4. Describe the benefits of the four jobs chosen.

#5. Complete a "Looking at a Career" form for the jobs you are learning about.

#6. Compare each of the "Looking at a Career" forms to the "Looking at Myself" form and indicate how well they match.

#1: Transportation Occupations

Jobs within the Transportation cluster have to do with carrying people or things somewhere and keeping vehicles in safe working condition.

Airline pilots, truck drivers, bus drivers, taxi drivers and railroad conductors are all transportation workers.

It takes many different workers to transport people or things safely and comfortably. Mechanics make sure vehicles are safe and ready to drive. Some transportation workers drive, fly, engineer or steer vehicles; other workers service (refuel, check safety, etc.) and repair mechanical parts.

Then there are workers who care for the cargo being carried. These people load and pack cargo, freight, and make sure passengers are safe and comfortable. The airline attendant is a good example of someone who thinks about passenger comfort.

Ticket and reservations clerks, secretaries and file clerks help transportation companies run more efficiently by planning and organizing.

#3: Job characteristics

Since most transportation workers are concerned about personal and customer **safety,** they learn special habits that will help them to stay safe.

Transportation workers learn how to work calmly under **pressure.** They must deal with traffic, meet schedules and make decisions when unexpected things like storms, accidents or breakdowns occur.

Safety is also affected by **health.** Transportation workers must stay healthy and have stamina to stay alert. To pay careful attention to details, a worker must be alert. Workers who look and listen carefully usually catch mechanical failures before they happen, avoid situations that might cause accidents and prepare for the unexpected.

Transportation workers need to know how to get along with **people,** whether they are customers or fellow workers. Some jobs require workers to be a part of a team.

Staying flexible and being able to **handle change** is an important part of a transportation job. Work conditions, hours and shifts are sometimes subject to change.

DO ASSIGNMENT SHEET 1.

Handout 1: Transportation

Transportation jobs involve moving people or things by land, water or air. People who keep vehicles in safe working order are also transportation workers.

Land

- Automobile
- Railroad
- Trucking
- Buses
- Subways
- Trolleys
- Motorcycles
- Bicycles

Aerospace

- Airplanes
- Spacecraft

Water

- Ships
- Freighters
- Boats
- River rafts
- Tankers

Assignment Sheet 1: Jobs I Want to Find Out About

Directions: Look at a list of entry-level jobs. Decide which four jobs interest you the most. Use a resource to fill in the spaces below with the necessary information. List the resource used under "Reference".

Cluster	**Number of jobs to select**
Transportation	4

Jobs selected	**Reference**
1.	
2.	
3.	
4.	

Other jobs I might want to study later:

1.

2.

3.

4.

Directions: Check the items which are characteristic of Transportation workers.

___ Be challenged mentally
___ Work with people
___ Work with machines
___ Work independently
___ Work on a team
___ Follow clear instructions
___ Earn a lot of money
___ Have a chance for quick promotion
___ Have good benefits
___ Travel in your work
___ Work close to home
___ Work regular hours
___ Have a flexible schedule
___ Be challenged by deadlines
___ Have a variety of tasks
___ Have supervisory power
___ Be a decision maker
___ Do detailed work ..

Assignment Sheet 2: Exploring Requirements and Benefits

Job title:____

Cluster:______________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Exploring Requirements and Benefits

Job title:____

Cluster:____________________ Student name:____________________

Communication skills	School courses	Special skills or talents
Training or education	Tools or equipment	Duties
Working conditions	Location	Safety
Salary	Other benefits	Opportunities for advancement

Assignment Sheet 3: Looking at a Career

Job title:____

Cluster:______________________________ Student name:______________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Looking at a Career

Job title:____

Cluster:______________________________ Student name:________________

Complete and compare.	Do you match the job? (2=yes, 0=no)			If you marked 1 or 0, check (✓) if you can change it. Comments?	
	2	1	0		
I should be able to: 1. 2.					
I should like to: 1. 2.					
Education/training needed: High school grades: __9 __10 __11 __12 College/technical training (years): __1 __2 __3 __4 __4+ Vocational preparation: __yes __no Special certification: __yes __no					
School classes I should do well in: 1. 2.					
Salary: Starting $______, average $______, top $______					
Things about this job I would not like: 1. 2.					
TOTALS (Subtotal columns, then add together for total.)				=	

How did you match the job? __Great! (13-14) __Good (11-12) __Fair (7-10) __Poor (less than 7)	Do you want this job enough to make the needed changes? __yes __no

Lesson 16 Review

Directions: Mark a T before true statements and an F before false ones.

___ 1. Carrying people or things to where they need to be and keeping vehicles in safe working condition are duties of transportation workers.

___ 2. A person who refuels airplanes is **not** considered a transportation worker.

___ 3. Caring for the people or things that fly on an airline is considered a transportation job.

___ 4. A transportation worker never has to work under pressure.

___ 5. It is important that a transportation worker stay healthy and alert.

___ 6. Getting along well with people is important for a transportation worker.

___ 7. Transportation workers should like to travel.

___ 8. Transportation occupations include jobs in the air, on land and on water.

___ 9. Aerospace transportation workers include an airline hostess, a pilot and an airline traffic controller.